FULTON COUNTY

REQUEST FOR PROPOSAL 16RFP103059C-CL

COMPUTER AIDED DISPATCH AND RECORDS MANAGEMENT SYSTEM IMPLEMENTATION

For

EMERGENCY SERVICES AND POLICE DEPARTMENT

RFP ISSUANCE DATE: Friday, June 17, 2016
RFP DUE DATE AND TIME: Wednesday, July 20, 2016 at 11:00 A.M.
PRE-PROPOSAL CONFERENCE DATE: Monday, June 27, 2016
PURCHASING CONTACT: Charles Leonard, Chief Assistant Purchasing Agent
E-MAIL: Charles.leonard@fultoncountyga.gov

LOCATION: FULTON COUNTY GOVERNMENT
        DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE
        130 PEACHTREE STREET, S.W., SUITE 1168
        ATLANTA, GA 30303

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1.1 PROJECT DESCRIPTION

Fulton County, Georgia ("County") is seeking proposals from qualified firms to design, implement, and maintain a fully functional, turnkey, scalable, seamlessly integrated Computer Aided Dispatch (CAD), including a Mobile Data Computer (MDC) component, Police RMS (Record Management System) for the Fulton County Emergency Services and Police Department.

Through the issuance of this Request for Proposal ("RFP" and/or "Proposals"), the County is soliciting Proposals from qualified Proposers for the upgrade of the county's CAD and Police RMS.

Proposals provided in response to this RFP that comply with the submittal requirements set forth in Section 4.0, including all forms and certifications, will be evaluated in accordance with the criteria and procedures described in Section 5.0. Based on the results of the evaluation, the County will award the [insert project description here] to the most advantageous Proposer based on the cost and the evaluation factors set forth in the RFP.

1.2 METHOD OF SOURCE SELECTION

This procurement is being conducted in accordance with all applicable provisions of the Fulton County Code of Ordinances and the specific method of source selection for the services required in this Proposal is Code Section 102-375, Competitive Selection Procedures for Professional and Consultant Services.

1.3 BACKGROUND

The CAD system provides full dispatch services to all of unincorporated Fulton County and to the cities of Fairburn, Union City, Palmetto, Chattahoochee Hills, Chattahoochee National Park Rangers, and Fulton County Public School Police.

The County is aware of current industry technologies and is seeking a balance between mainstream and state-of-the-art technology. The County wants to employ   solutions that will prolong the life of the new system and postpone the need for   replacement. With this in mind, the County envisions that the CAD will be based upon current, proven technology that adheres to current industry standards.

The Police's RMS provides records management with regards to police operations and serves the unincorporated areas of Fulton County, Georgia.

1.4 COUNTY OBJECTIVES

The objective of Fulton County's Emergency Services and Police Department is to obtain a turnkey commercial off-the-shelf (COTS), fully integrated 9-1-1 computer aided dispatch system, mobile data, field based reporting, law enforcement records management. This consist of an integrated solution that allows data sharing, accessibility, and interoperability between internal County departments as well as external municipalities using a single vendor. The selected vendor will have the comprehensive capacity to provide software, installation, training, conversion, and other services as required.

The primary goals of the 9-1-1/CAD/RMS/Mobile replacement project are:

1) Commercial off-the-shelf (COTS) integrated public safety software solution that has been successfully implemented in governmental organizations similar in size, requirements, and function as Fulton County, Georgia.

2) The solution must be composed of a set of integrated modules offered by a Solution Provider. Fulton County would prefer to limit the number of third-party modules as part of the Solution Provider's solution. Any custom components must be clearly identified and priced separately.

3) Fulton County, to the extent possible, will prefer solutions that utilize product configuration rather than product modifications, and will make cost effective business process modifications to fit the technology workflow and meet Fulton County's needs.

4) Cost effective solution that provide the best Return on Investment (ROI) through economies of scale (i.e., all public safety utilizing the same enterprise system).

5) Single point of contact for all solutions (i.e., a single help desk number for support and services for all proposed applications).

6) Maximize effectiveness of current staffing.

7) Improve public safety productivity.

8) Improve the quality of 9-1-1/Emergency Communications Center, law enforcement, fire, emergency medical services, and emergency management services to citizens.

9) Improve the efficiency and effectiveness of public safety operations.

10) Leverage technology systems for maximum operational effectiveness.

11) Employ public safety industry best practices and standards.

12) Increase information sharing capabilities.

Description	Quantity
Total County Population	1,010,562
Number of CAD workstations *** **(Vendor is responsible for providing CAD workstation hardware for Fulton County 911 center including 3 video displays of at least 23" each as well as providing 24/7 support on CAD workstations. This should be a turnkey proposal for workstations only. Server hardware/infrastructure is not included in this requirement)**	35 (not including future DR positions)
Number of RMS workstations	37 (workstations) 142 laptops (Police Department only)
Number of Mobile (mobile CAD) laptops	750 (currently not all deployed at this time)

Some of the specific objectives related to Fulton County public safety operations include:

1) Reduce response times to calls for service.
2) Improve Information Management capabilities.
3) Improve Operations Management capabilities.
4) Improve the quality of Sheriff, Jail, Fire and EMS department work products.
5) Improve internal and external customer satisfaction.
6) Improve internal and external operational and administrative communication.
7) Improve safety for public safety personnel and citizens.
8) Measure the effectiveness of strategies and tactics in a timely manner.
9) Analyze the deployment of personnel and resources.

10) Improve situational awareness, command, and control.
11) Enhance employee productivity.
12) Eliminate redundant and repetitive action.
13) Reduce operational risks.
14) Reduce and/or eliminate administrative time.

The list below represents software required by Emergency Services and the Police Department. All applications must be part of a fully integrated suite provided on a single system in a multi-departmental implementation.

Computer-Aided Dispatch (CAD) Software	
• Ad Hoc Reporting Tool	• Alpha-Numeric Paging
• Be-On-Lookout (BOLO) Subsystem	• Automatic Vehicle Locator (AVL) Display
• Business and Alarms	• CAD Status Resource Monitor
• Calls for Service	• CAD-to-CAD Event Transfer (Pro-Q-A Seamless Integration)
• Drag and Drop Call Taking and Dispatching	• E-911 Interface (Phase II Compliant)
• Graphical User Interface	• Multi-Jurisdictional CAD
• Integrated Mapping	• Rip-and-Run Printing/Faxing
• Premise/Alert & Hotspot Notifications	• Roster
• System-wide Attachments	• State/NCIC Queries
• Tow Rotation System	• Crime Analysis Plus
• Unit Recommendation	• Internet-based view-only access
• Racial Profiling	

CAD Interfaces:	
Interface	Description
ACS Firehouse	Records Management Software, tracks and reports on fire and medical calls for service
Pictometry Int. (Pictometry)	Aerial imagery with data overlay software
Medical Call	Export to 3rd party EMS (Emergency Management Service) providers
Viper/Intrado	ANI/ALI
Viper/Intrado	Text-to-911 dump to incident details *Higher Ground Audio recording integration

Records Management System (RMS) Software

- Arrest
- Case Management
- Citation/Summons
- Suspect Identification
- Daily Bulletin
- Employee Demographics
- Field Contact
- Incident/Offense
- Investigator's Dashboard
- Accident
- Accident Wizard
- Animal Services
- Asset Management
- Bar Coding
- Bicycle Registration
- Calls for Service
- Canine Tracking
- Civil Processing
- Concealed Weapon Registration
- Crime Analysis
- Crime Lab
- Crime Stoppers Management
- Document Scanning & Storing
- Felony Registration
- Firearms Application Permit
- Fleet Vehicle Maintenance
- Gang Tracking
- Generic Permit
- Integrated Mug Shots

- Master Location
- Master Name
- Master Vehicle
- Miscellaneous Cash Receipts
- Off-Duty Employment Tracking
- Standard Traffic Warning
- State IBR/UCR Reporting
- UCR Property Management
- Warrants
- Intelligence/Narcotics
- Internal Affairs/Professional Standards
- Link Analysis
- Mapping
- Multi-Jurisdictional RMS
- Notifications
- Ordinance
- Parking Ticket Administration
- Pawn Batch/Ticket Processing
- Pawn Shop/Watch
- Probation and Parole
- Problem Oriented Policing
- Property and Evidence
- Quartermaster
- Remote Lineup
- Residential Security Watch
- Sex Offender
- Training
- Internet-based view-only access
- Internet-based citizen access

RMS Interfaces:

Interface	Description
Court – Tyler Odyssey	Judicial case management

Mobile Digital Dispatch Software

- CAD Status Updates
- Car-to-Car Messaging
- Digital Dispatch

- Speech Synthesis
- Automatic Vehicle Locator
- Handheld Mobile Application

• Name/Vehicle Banking	• Maps
• Queries (CAD, RMS, NCIC)	• Switch-to-Switch

Mobile Field Reporting Modules:	
• Field Contact	• Canine Tracking
• Incident Offense	• Citation
• Supervisor Review	• Handheld Parking Ticket
• Accident	• Mobile Field Reporting LAN Version
• Accident Wizard	• Parking Tickets
• Arrest	• Canine Tracking
• Arrest Affidavit	

1.5   OBTAINING THE RFP

This document and supporting documents can be downloaded at the Fulton County Website, http://www.fultoncountyga.gov under "Bid Opportunities".

1.6   SUBCONTRACTING OPPORTUNITIES

Potential prime contractors submitting a bid on this project for Fulton County and are seeking subcontractors and/or suppliers can advertise those subcontracting opportunities on the County's website, http://www.fultoncountyga.gov under "Subcontracting Bid Opportunities".

1.7   PRE-PROPOSAL CONFERENCE

The County will hold a Pre-Proposal Conference, on **Monday, June 27, 2016 at 10:00 AM***,* at the Fulton County Government Center, 141 Pryor Street, Atlanta, Georgia 30303, Assembly Hall. Attendance at the Pre-Proposal Conference is voluntary for responding to this RFP; however Proposers are encouraged to attend. The purpose of the Pre-Proposal Conference is to provide information regarding the project and to address any questions and concerns regarding the services sought by the County through this RFP.

Fulton County does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Fulton County Government should be directed to Rholanda Stanberry, Contract Compliance Administrator at (404) 612-6304 or email: rholanda.stanberry@fultoncountyga.gov.

1.8   PROPOSAL DUE DATE

All proposals are due in the Department of Purchasing of Fulton County located in the Public Safety Building, Suite 1168, 130 Peachtree St, S.W., Atlanta Georgia 30303 on or before **Wednesday, July 20, 2016 at 11:00 AM** legal prevailing time.   All submitted proposals shall be time and date stamped according to the clock at the front desk of the Fulton County Department of Purchasing.   Any proposals received after this appointed schedule will be considered late and will be returned unopened to the Proposer. The proposal due date can be changed only by addendum.

1.9   DELIVERY REQUIREMENTS

It shall be the sole responsibility of the Proposer to have his/her proposal delivered to the Fulton County Department of Purchasing for receipt on or before the above stipulated due date and time. If a proposal is sent by U.S. Mail, the proposer shall be responsible for its timely delivery to the Department of Purchasing and Contract Compliance.

1.10   CONTACT PERSON AND INQUIRIES

Any questions or suggestions regarding this RFP shall be submitted in writing to the Purchasing Department contact person, Charles Leonard, CAPA, 130 Peachtree Street, S.W., Suite 1168, Atlanta, Georgia 30303, via email, charles.leonard@fultoncountyga.gov**.**   Any response made by the County shall be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative.

1.11   PROCUREMENT SCHEDULE

The following is the procurement schedule for this project and will be strictly adhered to.

TASKS	DATE
RFP Issued	Friday, June 17, 2016
Pre-Proposal Conference	Monday, June 27, 2016
Last Day for Questions to be submitted	Wednesday, July 13, 2016
Due Date	Wednesday, July 20, 2016
Tentative Dates for Product Demonstrations	Week of August 8th – 12th 2016
Anticipated Board of Commissioners Meeting Date	Wednesday, September 7, 2016

SECTION 2
INSTRUCTIONS TO PROPOSERS

2.1 PROCUREMENT PROCESS

The procurement will be on a formally advertised basis. All technical requirements, unless otherwise specified, must be met, or be capable of being met by the Proposer or their proposal will be disqualified as being non-responsive.

2.2 CONTRACT DEFINITIONS

In addition to any other terms that may be defined in this solicitation, the following terms have the following meaning:

Addendum – Revision to the RFP documents issued by the County prior to the receipt of proposals.

Agreement – refers to the executed contract between the County and Contracting Entity.

County – Fulton County Government and its authorized representatives.

Contact Person – Purchasing staff designated by the Fulton County Department of Purchasing and Contract Compliance to submit any questions and suggestions to.

Commercial off-the-shelf system (COTS) – describes software and/or hardware products that are ready made and can be implemented easily into existing systems without the need for customization.

Core Functions – means the functions set forth in the Section 3.3, Scope of Work.

Deliverables – means the set of products to be delivered to the County by the Contractor to fulfill the terms of this contract.

Enhancements – means any additional functionalities and/or deliverables.

Offeror – the entity of individual submitting a proposal in response to this RFP.

Owner – Fulton County Government

Proposal – the document submitted by the offeror in response to this RFP.

Proposer – the entity or individual submitting a proposal in response to his RFP.

Request for Proposal (RFP) – all documents, whether attached or incorporated by reference, utilized for soliciting sealed proposals.

Responsible Offeror – A person or entity that has the capability in all respects to perform fully and reliably the contract requirements.

Responsive Offeror – A person or entity that has submitted a bid or proposal that conforms in all material respects to the requirements set forth in the invitation for bids or request for proposals.

Scope of Work – All the services specified, indicated, shown, or contemplated by the Contract, and furnishing by the Contractor of all materials, equipment, labor, methods, processes, construction and manufacturing materials and equipment, tools, plants, supplies, power, water, transportation and other things necessary to complete such services in accordance with the Contract.

Subcontractor/sub-consultant – An individual, firm, corporation or any combination thereof, having a direct contract with Consultant/Contractor for the performance of a part of the work.

2.3 NO CONTACT DURING PROCUREMENT PROCESS

It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.

A.   No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager's recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.

B.   All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.

C.   Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the Purchasing Agent that the submitted bid or proposal of the person, firm, or entity in violation is "non-responsive", and same shall not be considered for award.

2.4   CLARIFICATION & ADDENDA

Proposers may submit requests for clarifications or interpretations regarding this RFP and the Contract. Proposers must prepare such requests in writing for the County's consideration as set forth in this section of this RFP. While the County has not placed an initial limitation on the number of requests which can be submitted, Proposers are cautioned that if Proposers do not request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of requests), the County will set restrictions on the frequency and number of requests permitted. The County will not respond to requests, oral or written, received after **Wednesday, July 13, 2016 at 11:00 A.M.,** local prevailing time. Proposers are advised that this section places no obligation on the part of the County to respond to any or all requests for clarification or interpretation, and that the County's failure to respond to any such request will not relieve the Proposer of any obligations or conditions required by this RFP.

Requests for clarification or interpretation regarding this RFP shall only be submitted in writing via letter or email to the designated Purchasing Representative:

Purchasing Representative: Charles Leonard
Email: charles.leonard@fultoncountyga.gov

Telephone inquiries will not be accepted.

All responses to written requests for clarification, interpretation, or additional information will be distributed as addenda to this RFP and posted on the Fulton County website www.fultoncountyga.gov.

No oral interpretation, instruction, or information concerning this RFP given by any employee or agent of the County shall be binding on the County. Proposers who submit a Proposal in reliance on any such oral information risk having their response to this RFP deemed non-responsive by the County. Only written responses issued by addendum to this RFP should be considered by the Proposers.

During the period provided for the preparation of Proposals, the County may issue

addenda to this RFP. These addenda will be numbered consecutively and will be posted on the Fulton County website, www.fultoncountyga.gov. These addenda will be issued by, or on behalf of, the County and will constitute a part of this RFP. Each Proposer is required to acknowledge receipt of each addendum by submitting an executed acknowledgment form. This acknowledgment shall include all addenda distributed prior to the Proposal Submission Date. All responses to this RFP shall be prepared with full consideration of the addenda issued prior to the Proposal Submission Date.

2.5 TERM OF CONTRACT

The contract will commence as of the date indicated in the Notice to Proceed (NTP) and shall continue until the sooner of (a) a period of 12 months; (b) Final Acceptance; or (c) the Agreement is terminated as provided herein.

2.6 RFP SUBMITTALS

See **Exhibit 1** for the RFP Submittal Checklist. This checklist will assist you to ensure that all submittals are included in your proposal. Failure to submit all submittals may deem your proposal non-responsive.

2.7 PROPOSAL EVALUATION

All proposals will be evaluated using the criteria specified in Section 4 of this RFP. Selection will include an analysis of proposals by an Evaluation Committee composed of County personnel who will review the proposal submittals in accordance with the submittal requirements and the evaluation criteria set forth in Section 4 of this RFP. The committee may request oral interviews and/or site visits. Awards will not necessarily be based on cost alone. Other factors, as detailed in the RFP, will be considered in determining what proposal will be deemed to best meet the needs of Fulton County.

2.8 DISQUALIFICATION OF PROPOSERS

The submission of more than one (1) proposal to the County as the primary Proposer or member of a joint venture for the same work by and individual firm, partnership or corporation under the same or different names may be grounds for disqualification of a Proposer and the rejection of the proposal.

2.9   RESERVED RIGHTS

The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response that is received may or may not be rejected by the County depending on available competition and timely needs of the County. There is no obligation on the part of the County to award the contract to the lowest proposer and the County reserves the right to award the contract to the responsible proposers submitting responsive proposals with resulting agreements most advantageous and in the best interest of the County. The County shall be the sole judge of the proposals and the resulting agreements that are in its best interest and its decision shall be final. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information the County deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to, current financial statements by an independent CPA; verification of availability of personnel; and past performance records.

2.10   APPLICABLE LAWS

All applicable laws and regulations of the State of Georgia and ordinances and regulations of Fulton County shall apply. Protestors shall seek resolution of their complaints in the manner provided in the Fulton County Purchasing Code Section 102-448 which is incorporated by reference herein.

2.11   INSURANCE AND RISK MANAGEMENT PROVISIONS

Insurance and Risk Management provisions and Indemnification and Hold Harmless provisions are outlined in Section 7 of this RFP.

Upon award, the successful Proposer must obtain at their expense, a Certificate of Insurance ("COI") with policy limits equal to or greater than the limits outlined in Section 7. Proof of insurance must be provided to the County prior to the start of any activities/services as described in the bid document(s). Any and all insurance coverage(s) and/or bonds required under the terms and conditions of the contract shall be maintained during the entire term of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of the County.

2.12 ACCURACY OF RFP AND RELATED DOCUMENTS

The County assumes no responsibility that the specified technical and background information presented in this RFP, or otherwise distributed or made available during this procurement process, is complete or accurate. Without limiting the generality of the foregoing, the County will not be bound by or be responsible for any explanation or interpretation of the Proposal documents other than those given in writing as an addendum to this RFP.

Should a recipient of this RFP find discrepancies in or omissions from this RFP and related documents, the recipient of this RFP shall immediately notify the Purchasing Contact Person identified in Section 1.11 in writing at the following address: Fulton County Department of Purchasing and Contract Compliance, Public Safety Bldg, 130 Peachtree Street S.W., Suite 1168 Atlanta, GA 30303. A written addendum, if necessary, then will be made available to each recipient of this RFP.

2.13 RESPONSIBILITY OF PROPOSER

Each Proposer is encouraged to conduct all necessary investigations and review all available and relevant data and information, which are necessary in its judgment in order to assume this responsibility prior to the submittal of its Proposal. Proposers are reminded of Fulton County's **"No Contact During Procurement"** policy and shall only contact the person designated by the RFP.

2.14 CONFIDENTIAL INFORMATION

If any Proposal contains technical, financial, or other confidential information that the Proposer believes is exempt from disclosure, the Proposer must clearly label the specific portions sought to be kept confidential and specify on what the exemption is based. The County, at its sole discretion and subject to applicable law, will determine whether such exemption applies. The County has sole discretion to make such determination regarding the disclosure of information, and by responding to this RFP, Proposers waive any challenge to the County's decisions in this regard. Marking all or substantially all of a Proposal as confidential may result in the Proposer being deemed non-responsive to this RFP.

Notwithstanding the foregoing, Proposers recognize and agree that the County, its staff, and its Consultants will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure of information or materials to third parties.

2.15   COUNTY RIGHTS AND OPTIONS

This RFP constitutes an invitation to submit Proposals to the County. Without limitation or penalty, the County reserves and holds at its sole discretion, the following rights and options:

- This RFP does not obligate the County to select, procure or contract for any services whatsoever.

- Fulton County reserves the right to award a contract based on this RFP and the proposal(s) received (in whole or in part) to one or several vendors.
- The County reserves the right to change or alter the schedule for any events associated with this procurement and, if required, notify the Proposers. A Proposer, by submitting a Proposal, agrees to be bound by any modifications made by the County

- All costs incurred by a Proposer in connection with responding to this RFP, the evaluation and selection process undertaken in connection with this procurement, and any negotiations with the County will be borne by the Proposer.

- The County reserves the right to reject all Proposals and components thereof to eliminate all Proposers responding to this RFP from further consideration for this procurement, and to notify such Proposers of the County's determination.

- The County may cancel this RFP without the substitution of another RFP and terminate this procurement at any time without any liability whatsoever.

- The County reserves the right to waive any technicalities or irregularities in the Proposals.

- The County reserves the right to eliminate any Proposer who submits incomplete or inadequate responses or is not responsive to the requirements of this RFP.

- The County may request Proposers to send representatives to the County for interviews and presentations.

- To the extent deemed appropriate by the County, the County may select and enter into discussion and negotiations with the Proposer(s) submitting Proposal(s), which are found to be reasonably susceptible for award.

- The County reserves the right to discontinue negotiations with any selected Proposer.

- The County reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP.

- All Proposals (other than portions thereof subject to patent or copyright protection) become the property of the County and will not be returned, and the County reserves the right to utilize all such information contained in the Proposals without further cost to the County

- The County may add to or delete from the Project Scope of Work set forth in this RFP.

- Any and all Proposals not received by the Proposal Submission Date shall be rejected and returned unopened.

- Neither the County, its staff, its representatives, nor any of its consultants or attorneys will be liable for any claims or damages resulting from the solicitation, collection, review, or evaluation of responses to this RFP.

- The County, including its representatives and consultants, reserves the right to visit and examine any of the facilities referenced in any Proposal and to observe and investigate the operations of such facilities.

By responding to this RFP, Proposers acknowledge and consent to the rights and conditions set forth in this RFP.

2.16 COST OF PROPOSAL PREPARATION AND SELECTION PROCESS

Each Proposal, including preparation of all information required to be included in a Proposal pursuant to this RFP, shall be prepared at the sole cost and expense (including, but not limited to, engineering and legal costs) of the Proposer. In addition, the Proposer shall be solely responsible for all costs (including engineering and legal costs) incurred by such Proposer in connection with this selection process, including any costs incurred by the Proposer in any subsequent negotiations entered into in connection with developing the Proposal. There shall be no claims whatsoever against the County, its staff, or its consultants for reimbursement for the costs or expenses (including, but not limited to, engineering and legal costs) incurred during the preparation of the Proposal or other information required by this RFP or procurement process or in connection with the selection process or any negotiations.

2.17 TERMINATION OF NEGOTIATIONS

The County at its sole discretion may, at any time, to the extent permitted by Applicable Law, exclude a Proposer from further participation in any negotiation process if the County determines that such Proposer is failing to progress in the negotiations or if the terms of its Proposal are less advantageous than those of other Proposers and such Proposer is deemed to be no longer susceptible of selection. The County will give written notice of its decision to the Proposer, which shall be sent in writing, signed by the County.

2.18 WAGE CLAUSE

Pursuant to 102-413, each Contractor shall agree that in the performance of the Contract he will comply with all lawful agreements, if any, which the Contractor had made with any association, union, or other entity, with respect to wages, salaries, and working conditions, so as not to cause inconvenience, picketing, or work stoppage.

2.19 ADDITIONAL OR SUPPLEMENTAL INFORMATION

After receipt of the submittals, the County will evaluate the responses, including the references, financial statements, experience and other data relating to the Respondent's qualifications. If requested by the Fulton County Department of Purchasing and Contract Compliance, Respondent's maybe required to submit additional or supplemental information to determine whether the Respondent meets all of the qualification requirements.

2.20 REPORTING RESPONSIBILITIES

The successful Proposer will report directly to the Director of Emergency Services, or designated representative.

2.21 GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

This Request for Proposal is subject to the Georgia Security & Immigration Compliance Act. Effective July 1, 2013, bidders and proposers are notified that all bids/proposals for services that are to be physically performed within the State of Georgia must be accompanied by proof of their registration with and continuing and future participation in the E-Verify program established by the United States Department of Homeland Security. Physical performance of services means any performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed $2,499.99 (except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State

Bar of Georgia).

A completed affidavit must be submitted on the top of the bid/proposal at the time of submission, prior to the time for opening bids/proposals. Under state law, the County cannot consider any bid/proposal which does not include a completed affidavit. It is not the intent of this notice to provide detailed information or legal advice concerning the Georgia Security & Immigration Compliance Act. All bidders/proposers intending to do business with the County are responsible for independently apprising themselves and complying with the requirements of that law and its effect on County procurements and their participation in those procurements. For additional information on the E-Verify program or to enroll in the program, go to: https://e-verify.uscis.gov/enroll.

The Director of Purchasing & Contract Compliance is authorized to conduct random audits of a contractor's or subcontractors' compliance with the Illegal Immigration Reform and Enforcement Act and the rules and regulations of the Georgia Department of Labor.

See Section 5, Proposal Forms for declarations and affidavits.

2.22   AUTHORIZATION TO TRANSACT BUSINESS

If the Proposer is a Georgia corporation, the corporation, prior to contract execution, shall submit documentary evidence from the Secretary of State that the Corporation is in good standing and that the corporation is authorized to transact business in the State of Georgia.

If the Proposer is a foreign (non-Georgia) corporation, the corporation, prior to contract execution shall submit a Certificate of Authority and documentary evidence from the Georgia Secretary of State of good standing which reflects that the corporation is authorized to do business in the State of Georgia.

2.23   RIGHT TO PROTEST

Any actual bidder or offeror that has submitted a bid/proposal for a particular procurement and is aggrieved in connection with the solicitation or award of the contract shall protest in writing to the purchasing agent after the date that the specific bid or proposal is submitted. No protest will be accepted or considered prior to the date the specific bid or proposal is submitted; it will be considered untimely. All protests shall set forth in full detail the factual and legal bases for the protest and specific relief sought by the protestor. Protests arising from factual or legal bases that the protestor knew or should have known prior to the submission of the

bid/proposal must be submitted within three business days of the submission of the bid/proposal. Protests arising from factual or legal bases that the protestor knew or should have known subsequent to the date the bid/proposal was submitted must be submitted within ten business days after the protestor knew or should have known of such bases, but in no event shall any protest be submitted more than ten business days after the award of the contract. Untimely protests will not be considered by the purchasing agent and will be simply denied as untimely. Decisions on timeliness by the purchasing agent are not appealable. An oral protest or a protest to an official, employee, User Department, or other person apart from the Director of Purchasing & Contract Compliance does not comply.

2.24 NON-COLLUSION

By submitting a signed proposal, Offeror certifies and attests that there has been no collusion with any other Offeror. Reasonable grounds for believing Offeror has an interest in more than one proposal will result in rejection of all proposals in which the Offeror has an interest. Any party to collusion may not be considered in future proposals for the same or similar work.

2.25 CERTIFICATE OF ACCEPTANCE

By responding to this RFP, Offeror acknowledges that he/she has read this solicitation document, including any addenda, exhibits, attachments, and/or appendices in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein.

Offeror also certifies and attests that the Offeror has reviewed the form Fulton County contract included in this solicitation and agrees to be bound by its terms, or that the Offeror certifies that it is submitting any proposed modification(s) to the contract terms with its proposal in accordance with Section 2.26, Exceptions to the County's Contract. The Offeror further certifies that the failure to submit proposed modifications with the proposal waives the Offeror's right to submit proposed modifications later. The Offeror also acknowledges that the indemnification and insurance provisions of Fulton County's contract included in this solicitation document are non-negotiable and that proposed modifications to said terms may be reason to declare the Offeror's proposal as non-responsive.

2.26 EXCEPTIONS TO THE COUNTY'S CONTRACT

If Offeror takes exception to any term or condition set forth in the Sample Contract, see Section 8 of this RFP, and any of its exhibits, appendices or attachments, said

exceptions must be clearly identified in the response to this RFP. Exceptions or modifications to any of the terms and conditions must be submitted as a separate document accompanying the Offeror's proposal clearly marked as "Exceptions."

The County shall be the sole determiner of the acceptability of any exception(s).

2.27 CERTIFICATION REGARDING DEBARMENT

By responding to this RFP, Offeror certifies that neither it or its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the County. Section 102-449 of the Fulton County Code of Laws, which is incorporated as if fully set forth herein, establishes the procedure for the debarment of contractors.

2.28 GENERAL REQUIREMENTS

1. Proposals may be withdrawn upon receipt of a written request prior to the stated due date and time.   If a firm seeks to withdraw a proposal after the due date and time, the firm must present a notarized statement indicating that an error was made, with an explanation of how it occurred. The withdrawal request must be accompanied by documentation supporting the claim. Prior to approving or disapproving the request, an opinion will be obtained from Fulton County's Legal Counsel indicating whether the firm is bound by its proposal.

    Proposals for projects that are solicited pursuant to the Georgia Local Government Public Works Construction Law (O.C.G.A. § 36-91-1 et seq.) may be withdrawn as follows:
    The County must advise Offerors in the request for proposals of the number of days that Offerors will be required to honor their proposals. If an Offeror is not selected within 60 days of opening the proposals, any Offeror that is determined by the governmental entity to be unlikely of being selected for contract award will be released from the proposal.

2. Fulton County shall be the sole judge of the quality and the applicability of all proposals. Design, features, overall quality, local facilities, terms and other pertinent considerations will be taken into account in determining acceptability.

3. The successful Offeror must assume full responsibility for delivery of all goods and services proposed.

4. The successful Offeror must assume full responsibility for replacement of all defective or damaged goods and/or performance of contracted services within thirty (30) days notice by the County of such defect, damage or deficiency.

5. The successful Offeror must assume full responsibility for providing warranty service on all goods, materials, or equipment provided to the County with warranty coverage. Should a vendor be other than the manufacturer, the vendor and not the County is responsible for contacting the manufacturer. The Offeror is solely responsible for arranging for the service to be performed.

6. The successful Offeror shall be responsible for the proper training and certification of personnel used in the performance of the services proposed.

7. The successful Offeror shall not assign, transfer, convey, sublet, or otherwise dispose of any contract resulting from the RFP or of any of its rights, title or interest therein without prior written consent of the Fulton County Board of Commissioners.

8. In case of default by the successful Offeror, Fulton County may procure the articles or services from another source and hold the successful Vendor responsible for any resultant excess cost.

9. All proposals and bids submitted to Fulton County are subject to the Georgia "Open Records Act", Official Code of Georgia, Annotated (O.C.G.A.) § 50-18-70 et seq.

10. All proposals and bids submitted to Fulton County involving Utility Contracting are subject to the Georgia law governing licensing of Utility Contractors, O.C.G.A. §43-14-8.2(h).

SECTION 3
PROPOSAL REQUIREMENTS

3.1 SUBMISSION REQUIREMENTS

3.1.1 Proposal Submission Date and Submittal Format

All Proposals, including all attachments, must be received by the County in a sealed package no later than **Wednesday, July 20, 2016 at 11:00 A.M**., and must be addressed to:

REQUEST FOR PROPOSALS RFP 16RFP103050C-CL
Fulton County Department of Purchasing & Contract Compliance
Public Safety Building
130 Peachtree Street S.W. Suite 1168
Atlanta GA 30303

The Proposal shall consist of a Technical Proposal, a Cost Proposal and all documents listed on the Required Submittal Checklist (Exhibit 1). The Technical Proposal shall include proposer information, technical information, business-related information, and any Technical Proposal forms requested. The Cost Proposal shall include the Cost Proposal Forms and any information describing the basis for pricing and must be separately, sealed, marked and packaged.

The required content of the Technical Proposal and Cost Proposal is further specified in this section of the RFP. The Proposal must be signed and acknowledged by the Proposer, including certain information to be provided under oath as required under applicable law, in accordance with the instructions herein and the various proposal forms.

THE TECHNICAL PROPOSAL, THE COST PROPOSAL AND CONTRACT COMPLIANCE EXHIBITS SHALL BE SUBMITTED IN SEPARATE, SEALED ENVELOPES OR PACKAGES. THE INCLUSION OF ANY COST INFORMATION IN THE TECHNICAL PROPOSAL MAY RESULT IN SUCH PROPOSAL BEING REJECTED BY THE COUNTY.

Each envelope or package shall be clearly marked as follows:

REQUEST FOR PROPOSALS RFP _____
Project # and Title
[Technical or Cost Proposal]
Proposer's Name and Address

3.1.2 Number of Copies

Proposers shall submit the following:

Technical Proposal, one (1) original and five (5) copies on CD media in PDF format.

Contract Compliance Exhibits, one (1) original with the Technical Proposal marked "Original" and one (1) copy in a separate sealed envelope.

Financial Information, one (1) original with the Technical Proposal marked "Original" and one (1) copy in a separate sealed envelope.

Cost Proposal, one (1) original and one (1) copy in a separate sealed envelope.

All Proposals must be complete with all requested information.

3.2   OVERVIEW OF PROPOSAL REQUIREMENTS

Proposers shall submit Proposals in accordance with the content and format requirements set forth in this RFP. Proposals should be clearly organized and structured in a manner that allows materials included in the document to be located easily.

Each of the instructions set forth in this section must be followed for a Proposal to be deemed responsive to this RFP. In all cases, the County reserves the right to determine, at its sole discretion, whether any aspect of the Proposal meets the requirements set forth in this section. The County reserves the right to reject any Proposal, which in its judgment, does not comply with these Proposal submission requirements.

3.3   SCOPE OF WORK

The major items that are to be provided by the Solution Provider may include the following:

3.3.1 Software:
- Software modules: Identified as "Base" or "Custom"
- Documentation to include at a minimum:
    - Accurate, consistent, and detailed instructions on system setup, code utilization, and configuration
    - A detailed list and examples of all system reports
    - On-line "Help" support on all system functions

- Documentation on any end-user report writing tool(s)
- A complete list of defined tables that need County configuration prior to conversion
- Data dictionaries for all system components
- Entity relationship diagrams

- Software maintenance and support – copy of all related contracts, including maintenance start date
- Software upgrades – Frequency, timing, and level of County effort involved. Include the risks/issues involved if the upgrade is not implemented
- Software licenses – Details on the licensing approach: "Enterprise" or "seat" based, if "seat" based is the licensing concurrent or named. Define if the software license is a perpetual license.
- Software warranties – All warranty related information

3.3.2 Recommendations on computing hardware infrastructure to support the solution:

- Hardware specification/configuration to obtain performance requirements
- Mobile computer specifications
- Server specifications
- Printers and other peripheral equipment
- Network requirements
- Mobile device (PDA or laptop) specifications

3.3.3 Professional services for implementing the solution:

The implementation requirements include at a minimum the following:

- Project management – The Proposer must be knowledgeable of application configuration in order to discuss the various options and consequences of decisions
- Software installation and systems configuration
- Training and testing site planning
- Hardware installation (including supplying, installing, configuring, and support CAD workstations), configuration support and training
- Database optimization
- Interface/integration design, development, and implementation, as may be purchased
- Database conversions will be required to be performed by the Proposer

- Unit, system, and functional testing
- Descriptions and implementation support of new business practices
- Forms design support as required to maximize systems utilization
- Change management support
- Design and development of customized reports (as may be required by the Functional Requirement)
- County staff training to be held on-site at Fulton County
  - Project Team Training
  - System Administrator Training
  - Database Administrator Training
  - Applications Administrator Training
  - Train the Trainer Training
- Cut-over support – a minimum of one day per office/department - (Provide detailed recommendations and costs)
- Post-implementation support (Provide detailed recommendations and costs)
- Period-ending support (Provide detailed recommendations and costs)
- The Solution Provider will be asked to provide a Post-Implementation Process Flow as fulfillment of the project implementation (Deliverable).

3.3.4 Legacy Data Conversion – Emergency Services and Police Department are interested in converting the following data into the new system.

Legacy CAD Data Description	
Proposer and System Version	InterAct 6.2.3.77G
Years in Use	10+
Database Type	SQL
Database Size (Mb)	~78 GB each (training/production)
Export File Type	.csv, text, etc.
Number of Name Records	n/a
Number of Incident Records	Around 2.7 million
Number of Calls for Service Records	Around 14.5 million
List of Modules to be Converted	All modules

Legacy RMS Data Description	
Proposer and System Version	InterGraph iLeads 8.2.2
Years in Use	10+ years
Database Type	MS SQL 2008
Database Size (Mb)	--
Export File Type	.csv, text, etc.

Number of Name Records	--
Number of Incident Records	--
Number of Locations	--
List of Modules to be Converted	Gang, Incidents, Employee, Accident, Citations, Arrest, Field Interview, Property List

3.4   PROJECT DELIVERABLES

The project deliverables during the implementation shall include:

Deliverable Category	Deliverable Name
Project Management	Kick-Off Meeting
	Project Management Plan
	Project Schedule
	Weekly Status Meeting Notes
	Monthly Progress Report or Meeting
	Human Resource Plan
	Change Management Plan
	Communication Plan
	Issues and Risk Tracking Plan and Logs
Hardware/Software (CAD, RMS, and Mobile)	Software installation (including database)
	System configuration (production (1) and non-production (2) environments)
	Testing
	Training
Interface (GIS, Firehouse)	Development
	Configuration

The project deliverables to be completed upon project completion shall include:

Deliverable Category	Deliverable Name
CAD	CAD Server and workstations (one workstation and three 23" (minimum) monitors per CAD station) for the Production environment
	Interfaces for the production environment, based on the list provided
	CAD for Test environment (interfaces for the test environment)
	CAD for Training environment
	CAD remote Disaster Recovery Server license
	Mobile for Production environment
	Mobile for Test environment
	Mobile for Training environment
	Archive and Reporting Server License
RMS	RMS Server and workstations for the Production environment
	Interfaces for the production environment, based on the list provided
	RMS for Test environment (interfaces for the test environment)
	RMS for Training environment
	RMS remote Disaster Recovery Server license
	Mobile for Production environment
	Mobile for Test environment
	Mobile for Training environment
	Archive and Reporting Server License

3.5   TECHNICAL PROPOSAL FORMAT AND CONTENT

The Technical Proposal shall include the appropriate and requested information in sufficient detail to demonstrate the Proposer's knowledge, skills and abilities to provide requested services and will be reviewed and evaluated based on each Proposer's responses to the criteria described below.

The Technical Proposal shall be arranged and include content as described below:

Section 1 - Executive Summary

The executive summary shall include the following information:

1. Provide the legal name of the entity responding to this proposal.

2. Provide the business type of the entity responding to this proposal (i.e. Joint Venture, Partnership, etc.).

3. Provide an executive overview of Proposer's understanding of the scope of work, approach to the work, understanding of the project's goals and objectives as well as the project's potential problems and concerns and a brief summary of Proposer's proposed solution and the Proposer's methodology to implement it.

4. Provide a summary of similar engagements where the Proposer has successfully implemented the system being proposed.

5. Name, address and telephone number of one (1) individual to whom all future correspondence and/or communications will be directed.

Section 2 – Technical Approach

1. Adherence to existing County standards including hardware, connectivity, communication, security, support and maintenance listed in Exhibit 2.

2. Provide an overview of Proposer's implementation methodology. In addition to the overall methodology, this implementation plan should provide the following:

   - A WBS (Work Breakdown Structure) of the primary tasks that will be required to successfully implement this project; highlight the major milestones; this should be based on the typical timeframe that it would take to implement this solution based on the requirements
   - Roles and Responsibility outlining the responsibilities of the Proposer and the County
   - Scope Management describing the process for managing scope
   - Time Management describing how the project schedule will be developed and managed
   - Cost Management describing how all cost will be managed

- Quality Management explaining how quality will be measured on the project
- Human Resource Management describing how the resources will be applied
- Risk Management identifying the process for how risk will be managed
- Communications Management defining the lines of communication and the methods of communicated to be used

Section 3 – Functional and Technical Requirements

Proposer must complete Exhibit 3, Functional and Technical Requirements. The items that are considered as Mandatory Requirements are marked in the list accordingly.

The items are ranked as to priority using the following indicators:

- **Mandatory** – These items must be met or included in the application.
- **Critical** – These items are very important but fall short of being Mandatory requirements.
- **Highly Desirable** – These items are important and will provide significant value to the users and the County.
- **Desirable** – These items are considered as important but somewhat optional.

The above rankings will be assigned a relative "weighted" value that will be used in the scoring process. These values may be adjusted by the Evaluation Team based on the quality of the requested explanation or description provided by the Proposer for each item.

In the Functional and Technical Requirement worksheet, the Proposer must indicate how their solution will address each requirement by marking "How Addressed" column for each requirement with one of the following indicators:

- **Core** - Requirement is fully and completely met by proposed system and can be demonstrated in the proposed software package.
- **Mod** - Requirement will be provided by proposed modifications to the base software package in the total price proposed. These modifications will be maintained in the base software package in a future release within 6 months of the software package being implemented; and a walk-through of the future release can be provided.

- **Option** - Requirement will be provided by a standard option. The cost of these options shall be provided in the cost section of the proposal.
- **Custom** - Requirement will be provided by custom modifications not supported in future releases and the cost indicated separately.
- **Not Incl** - Requirement cannot be provided.

Section 4 – Qualifications of Key Personnel

1. Provide resumes for each of the key personnel proposed for this project with specific emphasis of key personnel implementation experience in installing, configuring, implementing and deploying the CAD/RMS solution proposed by Proposer.

2. The Project Manager must provide their implementation experience implementation experience in installing, configuring, implementing and deploying of the CAD/RMS solution proposed by Proposer within the past five (5) years.

3. Provide the roles and responsibilities of the key personnel who will serve on the Implementation Team.

4. Each resume should be limited to no more than three (3) pages per person and be organized according to the following:

   - Name and Title
   - Professional Background
   - Current and Past Relevant Work Experience
   - Include two (2) references for each key personnel member on similar projects.

Section 5 – Relevant Project Experience

Identify at least two (2) projects where the Proposer has provided and implemented a CAD/RMS system similar in size and scope to Fulton County within the past five (5) years. Limit your response to one (1) page per project; please provide the following information for each project:

- The name of the project, the owner, year performed and the project location.
- A description of the project.

- A reference, including a contact name, addresses and phone number. This reference should be the owner's staff member who was in charge of the project for the owner.

Section 6 - Availability of Key Personnel

During the Implementation of the solution, provide the percentage of time the key personnel on the Implementation Team will spend on this project.

Section 7 – Service Disabled Veterans Preference

Service Disabled Veterans Business Enterprise Preference is given to businesses that are independent and continuing operations for profit, performing commercially useful functions, and which is 51 percent owned and controlled by one or more individuals who are disabled as a result of military service who have been honorably discharged, designated as such by the United States Department of Veterans Affairs.

In order to receive the SDVBE Preference points the Proposer must complete and submit Form I, Service Disabled Veterans Preference Affidavit located in Section 5 of this RFP certifying under oath that it is eligible to receive the SDVBE preference points. The Service Disabled Veteran Business Enterprise ("SDVBE") must be certified as such by the County's Office of Contract Compliance.

Section 8 – Cost

The respondent with the lowest total cost will receive the full 20 points. For respondents with the second, third, fourth, etc., their total costs will be divided into the lowest cost and multiplied by 20, the total points allowed for cost.

The County has established the following formula to evaluate cost proposals for Request for Proposals (RFP):

Lowest cost submitted

Each successive cost **X** ***Points allocated for cost in RFP = Cost proposal score***

The County will determine responsibility based on the following criteria for the proposer(s) recommended by the Evaluation Committee:

Section 9 – Proposer Financial Information

It is the policy of the County to conduct a review of a firm's financial responsibility in order to determine the firm's capability to successfully perform the work.

If submitting as a Joint Venture, Partnership, Limited Liability Corporation or Limited Liability Partnership, the financials must be submitted for each entity that comprises the prime contractor.

The following documentation is required in order for the County to evaluate financial responsibility:

a. Provide your firm's most recent balance sheets.

b. Provide your firm's most recent Dun & Bradstreet, Value Line Reports or other credit ratings/report.

c. Identify any evidence of access to a line or letter of credit. The evidence must be provided by a financial institution.

d. Provide a sworn statement that your firm has not filed petition(s) for federal bankruptcy or state insolvency. The statement must be notarized.

Section 10 – Disclosure Form and Questionnaire

It is the policy of Fulton County to review the history of litigation of each Proposer that includes bankruptcy history, insolvency history, civil and criminal proceedings, judgments and termination for cause in order to determine whether a firm's business practices, legal practices and overall reputation in the industry is one that would be acceptable to perform work for Fulton County. The Disclosure Form and Questionnaire is provided in Section 5, Proposal Forms, Form D.

3.6 COST PROPOSAL FORMAT AND CONTENT

The Cost Proposal shall be provided in a **separate sealed envelope.** The Cost Proposal shall include current information and shall be arranged and include content as described below:

Section 1 - Introduction

The Proposer shall include an introduction which outlines the contents of the Cost Proposal.

Section 2 - Completed Cost Proposal Forms

The Proposer is required to complete **all** of the Cost Proposal Forms provided.

COST PROPOSAL FORM
(SUBMIT IN SEPARATE SEALED ENVELOPE)

One time fees	
TASKS	**COST**
Software License Fees	
Implementation Fees	
Training Fees	
Professional Service Fees	
TOTAL NOT TO EXCEED PRICE	

NOTE: Total cost shall be inclusive of all projected expenses, including but not limited to transportation, meals, lodging, long distance calls, photocopying services, etc.

Equipment costs	
EQUIPMENT DESCRIPTION *access, etc.)*	**PER UNIT COST**
CAD Workstation	
Personal Computer (PC)	
Monitor, minimum 23" screen	

Initial year costs	
Include all fees for license, use, access, etc.*as for licenses, use, access, etc.)*	

On-going annual costs	
Include all fees for maintenance, support, use, access, etc.	

Five (5) year cost of ownership	
Provide the estimated total cost of ownership (TCO) for the product over a 5 year period	

(If additional space is required, include a separate sheet marked as price proposal page 2, etc.)

Provide the hourly rate on the table below for all position(s) the Proposer has identified that will be required for this project based on the Scope of Work:

Position Title	Hourly Rate	Estimated No. Of Hours	Total Fee

SECTION 4
EVALUATION CRITERIA

4.1   PROPOSAL EVALUATION – SELECTION CRITERIA

The following criteria will be used to evaluate the proposals submitted in response to this RFP:

Evaluation Criteria	Weight
Technical Approach ▪ Adherence to County Standards ▪ Project/Implementation Plan	20%
Functional and Technical Requirements	30%
Qualifications of Key Personnel	10%
Relevant Project Experience	10%
Availability of Key Personnel	3%
Local Preference	5%
Service Disabled Veterans Preference	2%
Cost Proposal	20%
TOTAL POINTS	**100%**

5.1   INTRODUCTION

To be deemed responsive to this RFP, Proposers must provide the information requested and, where applicable, complete in detail all Proposal Forms. The appropriate individual(s) authorized to commit the Proposer to the Project must sign the Proposal Forms. As appropriate, Proposers shall reproduce each Proposal Form and complete the appropriate portions of the forms provided in this section.

Form A: Georgia Security and Immigration Contractor Affidavit/Agreement

Form B: Georgia Security and Immigration Subcontractor Affidavit

Form C: Disclosure Form and Questionnaire

Form D: Professional License

Form E: Local Preference Affidavit of Bidder/Offeror

Form F: Service Disabled Veteran Preference Affidavit of Bidder/Offeror

5.2   PROPOSAL FORMS DESCRIPTION

Georgia Security and Immigration Contractor Affidavit and Agreement
Proposer shall complete and submit **Form A**, in order to comply with the requirements of O.C.G.A. 13-10-91 and the Georgia Department of Labor Rule 300-10-01-.02.

Georgia Security and Immigration Subcontractor Affidavit
Proposer shall ensure that any and all subcontractor(s), that will be utilized for this project shall complete and submit **Form B**, Subcontractor Affidavit.

Disclosure Form and Questionnaire
The offerors and their joint venture partners or team members and first-tier subcontractors, shall complete and submit **Form C**, which requests disclosure of business and litigation.

Professional License
Proposer and any subcontractor(s) performing work required by state law to be licensed shall complete and submit **Form D** and attach a copy of their license for the work they will perform on this project.

Local Preference Affidavit of Bidder/Offeror
Proposer shall complete and submit **Form E**, which certifies that the Proposer is eligible to receive local preference points.

Service Disabled Veteran Preference Affidavit of Bidder/Offeror
Proposer shall completer and submit **Form F,** which certifies that the Proposer is certified as Service Disabled Veteran Business Enterprise ("SVDBE") by the County's Office of Contract Compliance.

FORM A: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT

Instructions:

Contractors must attest to compliance with the requirements of O.C.G.A 13-10-91 and the Georgia Department of Labor Rule 300-10-01-.02 by executing the Contractor Affidavit.

STATE OF GEORGIA

COUNTY OF FULTON

FORM A: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services[1] under a contract with **[insert name of prime contractor]** _____ on behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program*,[2] in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services to this contract with **Fulton County Government**, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the **Fulton County Government** at the time the subcontractor(s) is retained to perform such service.

_____
EEV/Basic Pilot Program* User Identification Number

_____
BY: Authorized Officer of Agent
     (Insert Contractor Name)

_____
Title of Authorized Officer or Agent of Contractor

_____
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public: _____

County: _____

Commission Expires: _____

---

[1]O.C.G.A.§ 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed $2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

[2]*[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

FORM B: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR AFFIDAVIT

Instructions:

In the event that your company is awarded the contract for this project, and will be utilizing the services of any subcontractor(s) in connection with the physical performance of services pursuant to this contract, the following affidavit must be completed by such subcontractor(s). Your company must provide a copy of each such affidavit to Fulton County Government, Department of Purchasing & Contract Compliance with the proposal submittal.

All subcontractor affidavit(s) shall become a part of the contract and all subcontractor(s) affidavits shall be maintained by your company and available for inspection by Fulton County Government at any time during the term of the contract. All subcontractor(s) affidavit(s) shall become a part of any contractor/subcontractor agreement(s) entered into by your company.

STATE OF GEORGIA

COUNTY OF FULTON

FORM B: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services[3] under a contract with **[insert name of prime contractor]** _____behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program*,[4] in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

_____
EEV/Basic Pilot Program* User Identification Number

_____
BY: Authorized Officer of Agent
    (Insert Subcontractor Name)

_____
Title of Authorized Officer or Agent of Subcontractor

_____
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public: _____

County: _____

Commission Expires: _____

---

[3] O.C.G.A.§ 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed $2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

[4] *[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

Form C: OFFEROR'S DISCLOSURE FORM AND QUESTIONNAIRE

1.   Please provide the names and business addresses of each of the Offeror's firm's officers and directors.

      For the purposes of this form, the term "Offeror" means an entity that responds to a solicitation for a County contract by either submitting a proposal in response to a Request for Proposal or a Request for Qualification or a Bid in response to an Invitation to Bid. Describe accurately, fully and completely, their respective relationships with said Offeror, including their ownership interests and their anticipated role in the management and operations of said Offeror.

2.   Please describe the general development of said Offeror's business during the past five (5) years, or such shorter period of time that said Offeror has been in business.

3.   Please state whether any employee, agent or representative of said Offeror who is or will be directly involved in the subject project has or had within the last five (5) years: (i) directly or indirectly had a business relationship with Fulton County; (ii) directly or indirectly received revenues from Fulton County; or (iii) directly or indirectly receives revenues from the result of conducting business on Fulton County property or pursuant to any contract with Fulton County.   Please describe in detail any such relationship.

LITIGATION DISCLOSURE:

Failure to fully and truthfully disclose the information required, may result in the disqualification of your bid or proposal from consideration or termination of the Contract, once awarded.

1.   Please state whether any of the following events have occurred in the last five (5) years with respect to said Offeror. If any answer is yes, explain fully the following:

    (a)   whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Offeror, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Offeror;

        Circle One: YES   NO

    (b)   whether Offeror was subject of any order, judgment, or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Offeror from engaging in any type of business practice, or otherwise eliminating any type of business practice; and

        Circle One: YES   NO

    (c)   whether said Offeror's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said or Offeror, which directly arose from activities conducted by the business unit or corporate division of said Offeror which submitted a bid or proposal for the subject project. If so please explain.

        Circle One: YES   NO

2.   Have you or any member of your firm or team to be assigned to this engagement ever been indicted or convicted of a criminal offense within the last five (5) years?

        Circle One: YES   NO

3.   Have you or any member of your firm or team been terminated (for cause or otherwise) from any work being performed for Fulton County or any other Federal, State or Local Government?

        Circle One: YES   NO

4.   Have you or any member of your firm or team been involved in any claim or litigation adverse to Fulton County or any other federal, state or local government, or private entity during the last three (3) years?

             Circle One: YES   NO

5.   Has any Offeror, member of Offeror's team, or officer of any of them (with respect to any matter involving the business practices or activities of his or her employer), been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding?

             Circle One: YES   NO

If you have answered "YES" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, the name of the court and the file or reference number of the case, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

NOTE: If any response to any question set forth in this questionnaire has been disclosed in any other document, a response may be made by attaching a copy of such disclosure. (For example, said Offeror's most recent filings with the Securities and Exchange Commission ("SEC") may be provided if they are responsive to certain items within the questionnaire.) However, for purposes of clarity, Offeror should correlate its responses with the exhibits by identifying the exhibit and its relevant text.

Disclosures must specifically address, completely respond and comply with all information requested and fully answer all questions requested by Fulton County. Such disclosure must be submitted at the time of the bid or proposal submission and included as a part of the bid/proposal submitted for this project. Disclosure is required for Offerors, joint venture partners and first-tier subcontractors.

Failure to provide required disclosure, submit officially signed and notarized documents or respond to any and all information requested/required by Fulton County can result in the bid/proposal declared as non-responsive. This document must be completed and included as a part of the bid/proposal package along with other required documents.

[SIGNATURES ON NEXT PAGE]

Under penalty or\f perjury, I declare that I have examined this questionnaire and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this _____ day of _____, 20__

_____
(Legal Name of Proponent)   (Date)

_____
(Signature of Authorized Representative)   (Date)

_____
(Title)

Sworn to and subscribed before me,

This _____ day of _____, 20___

_____
(Notary Public)   (Seal)

Commission Expires: _____
                              (Date)

FORM D: GEORGIA PROFESSIONAL LICENSE CERTIFICATION

NOTE: Please complete this form for the work your firm will perform on this project.

Contractor's Name: _____

Performing work as: Prime Contractor _____   Sub-Contractor _____

Professional License Type: _____

Professional License Number: _____

Expiration Date of License: _____

I certify that the above information is true and correct and that the classification noted is applicable to the Bid for this Project.

Signed: _____

Date: _____

(ATTACH COPY OF LICENSE)

STATE OF GEORGIA

COUNTY OF FULTON

FORM E: LOCAL PREFERENCE AFFIDAVIT OF BIDDER/OFFEROR

I hereby certify that pursuant to Fulton County Code Section 102-377, the Bidder/Offeror _____ is eligible to receive local preference points and has a staffed, fixed, physical, place of business located within Fulton County and has had the same for at least one (1) year prior to the date of submission of its proposal or bid and has held a valid business license from Fulton County or a city within Fulton County boundaries for the business at a fixed, physical, place of business, for at least one (1) year prior to the date of submission of its proposal or bid.

Affiant further acknowledges and understands that pursuant to Fulton County Code Section 102-377, in the event this affidavit is determined to be false, the business named herein shall be deemed "non-responsive" and shall not be considered for award of the applicable contract.

_____   (Affix corporate seal here, if a corporation)
(BUSINESS NAME)

_____
(FULTON COUNTY BUSINESS ADDRESS)

_____
(OFFICIAL TITLE OF AFFIANT)

_____
(NAME OF AFFIANT)

_____
(SIGNATURE OF AFFIANT)

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public: _____

County: _____

Commission Expires: _____

STATE OF GEORGIA

COUNTY OF FULTON

FORM F: <u>SERVICE DISABLED VETERAN PREFERENCE AFFIDAVIT OF BIDDER/OFFEROR</u>

I hereby certify that pursuant to Fulton County Code Section 102-378, the Bidder/Offeror _____ is eligible to receive Service Disabled Veteran Business Enterprise preference points and is independent and continuing operation for profit, performing a commercially useful function, and is 51 percent owned and controlled by one or more individuals who are disabled as a result of military service who has been honorably discharged, designated as such by the United States Department of Veterans Affairs.

Affiant further acknowledges and understands that pursuant to Fulton County Code Section 102-378, in the event this affidavit is determined to be false, the business named herein shall be deemed "non-responsive" and shall not be considered for award of the applicable contract.

_____   (Affix corporate seal here, if a corporation)
(BUSINESS NAME)

_____
(FULTON COUNTY BUSINESS ADDRESS)

_____
(OFFICIAL TITLE OF AFFIANT)

_____
(NAME OF AFFIANT)

_____
(SIGNATURE OF AFFIANT)

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public: _____

County: _____

Commission Expires: _____

6.1   NON-DISCRIMINATION IN PURCHASING AND CONTRACTING

It is the policy of Fulton County Government that discrimination against businesses by reason of the race, color, gender or national origin of the ownership of any such business is prohibited. Furthermore, it is the policy of the Board of Commissioners ("Board") that Fulton County and all vendors and contractors doing business with Fulton County shall provide to all businesses the opportunity to participate in contracting and procurement paid, in whole or in part, with monetary appropriations of the Board without regard to the race, color, gender or national origin of the ownership of any such business. Similarly, it is the policy of the Board that the contracting and procurement practices of Fulton County should not implicate Fulton County as either an active or passive participant in the discriminatory practices engaged in by private contractors or vendors seeking to obtain contracts with Fulton County.

Implementation of Equal Employment Opportunity (EEO) Policy

The County effectuates Equal Employment Opportunity thru Purchasing Code Section 102-430, Non-Discrimination in Contracting and Procurement. This policy considers racial and gender workforce availability. The availability of each workgroup is derived from the work force demographics set forth in the 2000 Census EEO file prepared by the United States Department of Commerce for the applicable labor pool normally utilized for the contract.

Monitoring of EEO Policy

Upon award of a contract with Fulton County, the successful bidder/proposer must complete an Equal Employment Opportunity Report (EEOR), describing the racial and gender make-up of the firm's work force. If the EEOR indicates that the firm's demographic composition indicates underutilization of employee's of a particular ethnic group for each job category, the firm will be required to submit an aggressive action plan setting forth steps the firm will take to address the identified underutilization.

6.2   EQUAL BUSINESS OPPORTUNITY PLAN (EBO PLAN)

In addition to the proposal submission requirements, each vendor **must** submit an Equal Business Opportunity Plan (EBO Plan) with their bid/proposal. The EBO Plan is designed to enhance the utilization of a particular racial, gender or ethnic group by a bidder/proposer, contractor, or vendor or by Fulton County. The respondent **must** outline a plan of action to encourage and achieve diversity and equality in the available procurement and contracting opportunities with *this solicitation*.

The EBO Plan **must** identify and include:

1. Potential opportunities within the scope of work of *this solicitation* that will allow for participation of racial, gender or ethnic groups.

2. Efforts that will be made by the bidder/proposer to encourage and solicit minority and female business utilization in *this solicitation*.

Fulton County encourages joint ventures, teaming, partnering and mentor-protégé relationships with minority and female businesses in an effort to achieve contracting and procurement diversity.

Prompt Payment: The prime contractor **must** certify in writing and **must** document all subcontractors, sub-consultants and suppliers have been promptly paid for work and materials, (less any retainage by the prime contractor prior to receipt of any further progress payments). In the event the prime contractor is unable to pay subcontractors, sub-consultants or suppliers until it has received a progress payment from Fulton County, the prime contractor shall pay all subcontractors, sub-consultants or suppliers funds due from said progress payment within forty-eight (48) hours of receipt of payment from Fulton County. In no event shall a subcontractor, sub-consultant or supplier be paid later than fifteen (15) days as provided for by state law.

6.3   DETERMINATION OF GOOD FAITH EFFORTS

During the course of the project, the Prime Contractor shall demonstrate that they have made all efforts reasonably possible to ensure that Minority and Female Business Enterprises (MFBE) have had a full and fair opportunity to compete and win subcontracts on this project. The Prime Contractor is required to include all outreach attempts that would demonstrate a "Good Faith Effort" in the solicitation of sub-consultants/subcontractors.

Written documentation demonstrating the Prime Contractor's outreach efforts to identify, contact, contract with or utilize Minority or Female owned businesses shall include holding pre-bid conferences, publishing advertisements in general circulation media, trade association publications, minority-focused media, and the County's bid board, as well as other efforts.

Include a list of publications where the advertisement was placed as well as a copy of the advertisement. Advertisement shall include at a minimum, scope of work, project location, location(s) of where plans and specifications may be viewed or obtained and trade or scopes of work for which subcontracts are being solicited.

6.4   REQUIRED FORMS AND EBO PLAN

In order to be compliant with the intent and provisions of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance (99-0960), bidders/proposers **must** submit the following completed documents. Failure to provide this information **shall** result in the proposal being deemed non-responsive.

- Exhibit A – Promise of Non-Discrimination
- Exhibit B – Employment Report
- Exhibit C – Schedule of Intended Subcontractor Utilization
- Exhibit D – Letter of Intent to Perform as a Subcontractor or Provide Materials or Services
- Exhibit E – Declaration Regarding Subcontractors Practices
- Exhibit F – Joint Venture Disclosure Affidavit
- Equal Business Opportunity Plan (EBO Plan). This document is not a form rather a statement created by the bidder/proposer on its company letter head addressing the EBO Plan requirements.

The following document must be completed as instructed if awarded the project:

- Exhibit G – Prime Contractor's Subcontractor Utilization Report

All Contract Compliance documents (Exhibits A – H and EBO Plan) are to be placed in a **separate sealed envelope** clearly marked "Contract Compliance". The EBO Plan must be submitted on company letterhead. These documents are considered part of and should be submitted with the Technical Proposal.

EXHIBIT A – PROMISE OF NON-DISCRIMINATION

"Know all persons by these presents, that I/We (_____),
<div align="center">Name</div>

_____   _____

       Title   Firm Name

Hereinafter "Company", in consideration of the privilege to bid on or obtain contracts funded, in whole or in part, by Fulton County, hereby consent, covenant and agree as follows:

1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any bid submitted to Fulton County for the performance of any resulting there from,

2) That it is and shall be the policy of this Company to provide equal opportunity to all businesses seeking to contract or otherwise interested in contracting with this Company without regard to the race, color, gender or national origin of the ownership of this business,

3) That the promises of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption,

4) That the promise of non-discrimination as made and set forth herein shall be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain,

5) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owning on a contract; and

6) That the bidder shall provide such information as may be required by the Director of Contract Compliance pursuant to Section 4.4 of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance.

SIGNATURE: _____

ADDRESS: _____

_____

TELEPHONE NUMBER: _____

NON-DISCRIMINATION IN PURCHASING AND CONTRACTING

It is the policy of Fulton County Government that discrimination against businesses by reason of the race, color, gender or national origin of the ownership of any such business is prohibited. Furthermore, it is the policy of the Board of Commissioners ("Board") that Fulton County and all vendors and contractors doing business with Fulton County shall provide to all businesses the opportunity to participate in contracting and procurement paid, in whole or in part, with monetary appropriations of the Board without regard to the race, color, gender or national origin of the ownership of any such business. Similarly, it is the policy of the Board that the contracting and procurement practices of Fulton County should not implicate Fulton County as either an active or passive participant in the discriminatory practices engaged in by private contractors or vendors seeking to obtain contracts with Fulton County.

The following demographic employment information must be submitted with this quote.

JOB CATEGORIES	WHITE (Not Hispanic Origin)		BLACK or AFRICAN AMERICAN (Not of Hispanic Origin)		HISPANIC or LATINO		AMERICAN INDIAN or ALASKAN NATIVE (AIAN)		ASIAN		NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER (NHOP)		TWO or MORE RACES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
EXECUTIVE/SENIOR LEVEL OFFICIALS and MANAGERS														
FIRST/MID LEVEL OFFICIALS and MANAGERS														
PROFESSIONALS														
TECHNICIANS														
SALES WORKERS														
ADMINISTRATIVE SUPPORT WORKERS														
CRAFT WORKERS														
OPERATIVES														
LABORERS & HELPERS														
SERVICE WORKERS														
TOTAL														

FIRMS'S NAME

ADDRESS

TELEPHONE

EMAIL ADDRESS

Submitted by: Date Completed:

EXHIBIT C - SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION

If the bidder/proposer intends to subcontract any portion of this scope of work/service(s), this form **must be** completed and **submitted with the bid/proposal.** All prime bidders/proposers **must** include Letter(s) of Intent (Exhibit D) in the bid document for all subcontractors who will be utilized under the scope of work/services.

Prime Bidder/Proposer:

ITB/RFP Number:

Project Name or Description of Work/Service(s):

1. My firm, as Prime Bidder/Proposer on this scope of work/service(s) is_____is not____a minority or female owned and controlled business enterprise. (Please indicate below the portion of work, including, percentage of bid/proposal amount that your firm will carry out directly):

2. If the Prime Bidder/Proposer is a Joint Venture, please complete Exhibit F: Joint Venture Disclosure Affidavit and attach a copy of the executed Joint Venture Agreement.

3. Sub-Contractors (including suppliers) to be utilized in the performance of this scope of work/service(s), if awarded, are:

SUBCONTRACTOR NAME:
ADDRESS:

PHONE:
CONTACT PERSON:
ETHNIC GROUP*:   COUNTY CERTIFIED**
WORK TO BE PERFORMED:

DOLLAR VALUE OF WORK: $ PERCENTAGE VALUE:_____%

*Ethnic Groups: African American (AABE); Asian American (ABE); Hispanic American (HBE); Native American (NABE); White Female American (WFBE); **If yes, please attach copy of recent certification.

SUBCONTRACTOR NAME: _____
ADDRESS: _____
_____
PHONE: _____
CONTACT PERSON: _____
ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____
WORK TO BE PERFORMED: _____
_____
DOLLAR VALUE OF WORK: $_____   PERCENTAGE VALUE:_____%

SUBCONTRACTOR NAME: _____
ADDRESS: _____
_____
PHONE: _____
CONTACT PERSON: _____
ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____
WORK TO BE PERFORMED: _____
_____
DOLLAR VALUE OF WORK: $_____   PERCENTAGE VALUE:_____%

SUBCONTRACTOR NAME: _____
ADDRESS: _____
_____
PHONE: _____
CONTACT PERSON: _____
ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____
WORK TO BE PERFORMED: _____
_____
DOLLAR VALUE OF WORK: $_____   PERCENTAGE VALUE:_____%

SUBCONTRACTOR NAME: _____
ADDRESS: _____
_____
PHONE: _____
CONTACT PERSON: _____
ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____
WORK TO BE PERFORMED: _____
_____
DOLLAR VALUE OF WORK: $_____   PERCENTAGE VALUE:_____%

*Ethnic Groups: African American (AABE); Asian American (ABE); Hispanic American (HBE); Native American (NABE); White Female American (WFBE); **If yes, please attach copy of recent certification.

Total Dollar Value of Subcontractor Agreements: ($)

Total Percentage Value: (%)

CERTIFICATION: The undersigned certifies that he/she has read, understands and agrees to be bound by the Bid/Proposer provisions, including the accompanying Exhibits and other terms and conditions regarding sub-contractor utilization. The undersigned further certifies that he/she is legally authorized by the Bidder/Proposer to make the statement and representation in this Exhibit and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder/Proposer knowing them to be false, or if there is a failure of the intentions, objectives and commitments set forth herein without prior approval of the County, then in any such event the Contractor's acts or failure to act, as the case may be, shall constitute a material breach of the contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and in lieu of, any other rights and remedies the County may have for other defaults under the contract.

Signature:_____**Title**:_____

Firm or Corporate Name:_____

Address:_____

_____

Telephone: (   )_____

Fax Number: (   )_____

Email Address:_____

EXHIBIT D

LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR
OR
PROVIDE MATERIALS OR SERVICES

This form **must** be completed by **ALL** known subcontractor and submitted with the bid/proposal. The Prime Contractor **must** submit Letters of Intent for **ALL** known subcontractors at time of bid submission.

To:_____
(Name of Prime Contractor Firm)

From:_____
(Name of Subcontractor Firm)

ITB/RFP Number:_____

Project Name:_____

The undersigned is prepared to perform the following described work or provide materials or services in connection with the above project (specify in detail particular work items, materials, or services to be performed or provided):

Description of Work	Project Commence Date	Project Completion Date	Estimated Dollar Amount

_____   _____
(Prime Bidder)   (Subcontractor)

Signature_____   **Signature**_____

Title_____   **Title**_____

Date_____   **Date**_____

EXHIBIT E - DECLARATION REGARDING SUBCONTRACTING PRACTICES

If the bidder/proposer **does not intend to subcontract** any portion of the scope of work services(s), this form **must be** completed and submitted with the bid/proposal.

_____ hereby declares that it is my/our intent to
(Bidder)

perform 100% of the work required for _____
(ITB/RFP Number)

_____
(Description of Work)

In making this declaration, the bidder/proposer states the following:

1. That the bidder/proposer does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform **all elements** of the work on this project with his/her own current work forces;

2. If it should become necessary to subcontract some portion of the work at a later date, the bidder/proposer will comply with all requirements of the County's Non-Discrimination Ordinance in providing equal opportunities to all firms to subcontract the work. The determination to subcontract some portion of the work at a later date shall be made in good faith and the County reserves the right to require additional information to substantiate a decision made by the bidder/proposer to subcontract work following the award of the contract. Nothing contained in this provision shall be employed to circumvent the spirit and intent of the County's Non-Discrimination Ordinances;

3. The bidder will provide, upon request, information sufficient for the County to verify Item Number one.

AUTHORIZED COMPANY REPRESENTATIVE

Name:_____ **Title:**_____ **Date:**_____

Signature:_____

Firm:_____

Address:_____

Phone Number:_____

Fax Number:_____

Email Address:_____

EXHIBIT F - JOINT VENTURE DISCLOSURE AFFIDAVIT

ITB/RFP No._____

Project Name_____

This form must be completed and submitted with the bid/proposal if a joint venture approach is to be undertaken.

In order to evaluate the extent of small, minority and female business involvement being proposed by a Bidder/Proposer, certain relevant information must be provided prior to contract award. The information requested below is to clearly identify and explain the extent of small business participation in the proposed joint venture. All items must be properly addressed before the business entity can be evaluated.

1.   **Firms:**

1) **Name of Business:**_____
   Street Address:_____
   Telephone No.:_____
   Nature of Business:_____

2) **Name of Business:**_____
   Street Address:_____
   Telephone No.:_____
   Nature of Business:_____

3) **Name of Business:**_____
   Street Address:_____
   Telephone No.:_____
   Nature of Business:_____

NAME OF JOINT VENTURE (If applicable):_____

ADDRESS:_____

_____

PRINCIPAL OFFICE:_____

OFFICE PHONE:_____

Note: Attach additional sheets as required

1. Describe the capital contributions by each joint venturer and accounting thereof.

2. Describe the financial controls of the joint venture, e.g., will a separate cost center be established? Which venturer will be responsible for keeping the books? How will the expense therefore be reimbursed? What is the authority of each joint venture to commit or obligate the order?

3. Describe any ownership, options for ownership, or loans between the joint ventures. Identify terms thereof.

4. Describe the estimated contract cash flow for each joint venturer.

5. To what extent and by whom will the on-site work be supervised?

6. To what extent and by whom will the administrative office be supervised?

7. Which joint venturer will be responsible for material purchases including the estimated cost thereof? How will the purchase be financed?

8. Which joint venturer will provide equipment? What is the estimated cost thereof? How will the equipment be financed?

9. Describe the experience and business qualifications of each joint venturer.

10. Submit a copy of all joint venture agreements and evidence of authority to do business in the State of Georgia as well as locally, to include all necessary business licenses.

11. Percent of Minority/Female Business Enterprises ownership by each joint venture in terms of profit and loss sharing:_____

12. The authority of each joint venturer to commit or obligate the other:_____

13. Number of personnel to be involved in project, their crafts and positions and whether they are employees of the Minority/Female Business Enterprises enterprise, the majority firm or the joint venture: _____

14. Identification of control and participation in venture; list those individuals who are responsible for day-to-day management and policy decision-maker, including, but not limited to, those with prime responsibility for areas designated below; (use additional sheets if necessary)

Name	Race	Sex	Financial Decisions	Supervision Field Operation

In connection with any work that these firms, as a joint venture, might be authorized to perform in connection with above captioned contract, we each do hereby authorize representatives of the Fulton County Department of Contract Compliance, Departments of Purchasing and Contract Compliance, and Finance, under the direction of the County Manger's Office, to examine, from time to time, the books, records and files to the extent that such relate to this County project.

WE DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT WE ARE AUTHORIZED, ON BEHALF OF THE ABOVE FIRMS, TO MAKE THIS AFFIDAVIT AND GRANT THE ABOVE PRIVILEGE.

FOR _____
(Company)

Date:_____   _____
(Signature of Affiant)

_____
(Printed Name)

_____
(Company)

Date:_____   _____
(Signature of Affiant)

_____
(Printed Name)

State of_____ **:**

County of_____ **:**

On this _____ day of _____, 20___, before me, appeared _____,

the undersigned officer, personally appeared _____ known

to me to be the person described in the foregoing Affidavit and acknowledges that he

(she) executed the same in the capacity therein stated and for the purpose therein

contained.

EXHIBIT – G PRIME CONTRACTOR/SUB-CONTRACTOR UTILIZATION REPORT

This report **must** be submitted by the **tenth day** of each month, along with a copy of your monthly invoice (schedule of values/payment application) to Contract Compliance. Failure to comply **shall** result in the County commencing proceedings to impose sanctions to the prime contractor, in addition to pursuing any other available legal remedy. Sanctions may include the suspending of any payment or part thereof, termination or cancellation of the contract, and the denial of participation in any future contracts awarded by Fulton County.

REPORTING PERIOD		PROJECT NAME:	
FROM:		**PROJECT NUMBER:**	
TO:		**PROJECT LOCATION:**	

PRIME CONTRACTOR	Contract Award Date	Contract Award Amount	Change Order Amount	Contract Period	% Complete to Date
Name:					
Address:					
Phone #:					
Email:					

AMOUNT INVOICED THIS MONTH: $_____

TOTAL AMOUNT PAID TO SUBCONTRACTORS THIS PERIOD (MONTH): $_____

TOTAL AMOUNT PAID TO SUBCONTRACTORS YEAR TO DATE: $_____

TOTAL AMOUNT PAID TO PRIME CONTRACTOR THIS PERIOD (MONTH): $_____

TOTAL AMOUNT PAID TO PRIME CONTRACTOR YEAR TO DATE: $_____

SUBCONTRACTOR UTILIZATION (add additional rows as necessary)

Name of Sub-Contractor	Description of Work	Contract Amount	Amount Paid To Date	Amount Requisition This Period	Contract Period Starting Date	Ending Date
TOTALS						

Executed By: _____   _____

 (Signature)   *(Printed Name)*

Notary: _____ **Date:** _____ **My Commission Expires:** _____

Should you have questions regarding any of the documents contained in Section 6, please feel free to contact the Office of Contract Compliance at (404) 612-6300, for further assistance.

SECTION 7
INSURANCE AND RISK MANAGEMENT PROVISIONS

Insurance and Risk Management Provisions
Computer Aided Dispatch & Records Management System

The following is the minimum insurance and policy limits that the Contractor/Vendor must maintain. If the Contractor/Vendor maintains higher limits that the minimum shown below, Fulton County Government requires and shall be entitles to coverage for the higher limits maintained by the Contractor/Vendor.

It is Fulton County Government's practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia, with an A.M. Best rating of at least A- VI, subject to final approval by Fulton County. Respondents shall submit with the bid/proposal evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Scope of Services must appear on the Certificate of Insurance).
- A combination of specific policies written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Proof of insurance must be provided to Fulton County Government prior to the start of any activities/services as described in the bid document(s). Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Fulton County Government.

Accordingly the Respondent shall provide a certificate evidencing the following:

1. **WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)**

Employer's Liability Insurance	BY ACCIDENT	EACH ACCIDENT	$100,000
Employer's Liability Insurance	BY DISEASE	POLICY LIMIT	$500,000
Employer's Liability Insurance	BY DISEASE	EACH EMPLOYEE	$100,000

2. **COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)**

Bodily Injury and Property Damage Liability	Each Occurrence	$1,000,000
(Other than Products/Completed Operations)	General Aggregate	$2,000,000
Products\Completed Operation	Aggregate Limit	$2,000,000
Personal and Advertising Injury	Limits	$1,000,000
Damage to Rented Premises	Limits	$100,000

Effective 06-10-2016

3. **BUSINESS AUTOMOBILE LIABILITY INSURANCE**
   Bodily Injury & Property Damage   Each Occurrence $1,000,000
   (Including operation of non-owned, owned, and hired automobiles).

4. **PROFESSIONAL LIABILITY (Errors & Omission)** Each Occurrence $1,000,000

5. **CYBER LIABILITY**   Policy Limit $1,000,000

Certificates of Insurance

Contractor shall provide written notice to Fulton County Government immediately if it becomes aware of or receives notice from any insurance company that coverage afforded under such policy or policies shall expire, be cancelled or altered. Certificates of Insurance are to list Fulton County Government as an <u>Additional Insured</u> (except for Workers' Compensation and Professional Liability), using ISO Additional Insured Endorsement form CG 20 10 (11/85) version, its' equivalent or on a blanket basis.

The Contractor/Vendor insurance shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided in favor of Fulton County.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation and Professional Liability), with no Cross Suits exclusion.

If Fulton County Government shall so request, the Respondent, Contractor or Vendor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates and notices **must** identify the "Certificate Holder" as follows:

> Fulton County Government – Purchasing and Contract Compliance Department
> 130 Peachtree Street, S.W.
> Suite 1168
> Atlanta, Georgia 30303-3459

Certificates **must** list Project Name (where applicable).

Important:
It is understood that neither failure to comply nor full compliance with the foregoing insurance requirements shall limit or relieve the Contractor/Vendor from any liability incurred as a result of their activities/operations in conjunction with the Contract and/or Scope of Work.

USE OF PREMISES

Contractor/Vendor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials (Where applicable).

Effective 06-10-2016

PROTECTION OF PROPERTY

Contractor/Vendor will adequately protect its own work from damage, will protect Fulton County Government's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor/Vendor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor/Vendor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, Fulton County Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed (Where applicable).

CONTRACTOR/VENDOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THE AFOREMENTIONED REQUIREMENTS, AND THE REPRESENTATIVE OF THE CONTRACTOR/VENDOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR/VENDOR.

COMPANY: _____   SIGNATURE: _____

NAME: _____   TITLE: _____

DATE: _____

SECTION 8
SAMPLE CONTRACT

FULTON COUNTY

CONTRACT DOCUMENTS FOR

PROJECT NUMBER

PROJECT TITLE

For

DEPARTMENT NAME

Index of Articles

Exhibits

EXHIBIT A: <u>GENERAL CONDITIONS</u>
EXHIBIT B: <u>SPECIAL CONDITIONS</u>
EXHIBIT C: <u>SCOPE OF WORK</u>
EXHIBIT D: <u>PROJECT DELIVERABLES</u>
EXHIBIT E: <u>COMPENSATION</u>
EXHIBIT F: <u>PURCHASING FORMS</u>
EXHIBIT G: <u>CONTRACT COMPLIANCE FORMS</u>
EXHIBIT H: <u>INSURANCE AND RISK MANAGEMENT FORMS</u>

Instructions to Purchasing Staff: Please make sure the above Exhibits List matches the Exhibits List in Article 1 and that those Exhibits are inserted into the Contract Agreement.

APPENDICES

APPENDIX 1:

Instructions to Purchasing Staff: Only use Appendices if you are attaching Appendices, examples are listed above. Please make sure the above Appendices List matches the Appendices List in Article 1 of the Contract Agreement and that those Appendices are inserted into the Contract Agreement.

<u>**PURCHASING STAFF, REMOVE ALL INSTRUCTIONS IN YELLOW BEFORE INSERTING THIS DOCUMENT INTO THE RFP!!**</u>

CONTRACT AGREEMENT

Consultant: **[Insert Consultant Name]**

Contract No.: **[Insert Project Number and Title]**

Address: **[Insert Consultant Address]**
City, State

Telephone: **[Insert Consultant telephone #]**

Email: **[Insert Consultant Email]**

Contact: **[Insert Consultant Contact Name]**
[Insert Consultant Contact Title

This Agreement made and entered into effective the _____ day of _____, 2014 by and between **FULTON COUNTY, GEORGIA**, a political subdivision of the State of Georgia, hereinafter referred to as **"County"**, and **[Insert Consultant Company Name]**, hereinafter referred to as **"Consultant"**, authorized to transact business in the State of Georgia**.**

WITNESSETH

WHEREAS, County through its **[Insert User Department Name]** hereinafter referred to as the **"Department"**, desires to retain a qualified and experienced Consultant to perform **[Insert project description/services to be provided**, hereinafter, referred to as the **"Project"**.

WHEREAS, Consultant has represented to County that it is experienced and has qualified and local staff available to commit to the Project and County has relied upon such representations.

NOW THEREFORE, for and in consideration of the mutual covenants contained herein, and for other good and valuable consideration, County and Consultant agree as follows:

ARTICLE 1. **CONTRACT DOCUMENTS**

County hereby engages Consultant, and Consultant hereby agrees, to perform the services hereinafter set forth in accordance with this Agreement, consisting of the following contract documents:

    I.   Form of Agreement;
    II. Addenda;
    III. Exhibit A: General Conditions;
    IV. Exhibit B: Special Conditions [where applicable];

V. Exhibit C: Scope of Work
VI. Exhibit D: Project Deliverables;
VII. Exhibit E: Compensation;
VIII. Exhibit F: Purchasing Forms
IX. Exhibit G: Office of Contract Compliance Forms;
X. Exhibit H: Insurance and Risk Management Forms

The foregoing documents constitute the entire Agreement of the parties pertaining to the Project hereof and is intended as a complete and exclusive statement of promises, representations, discussions and agreements oral or otherwise that have been made in connection therewith. No modifications or amendment to this Agreement shall be binding upon the parties unless the same is in writing, conforms to Fulton County Purchasing Code §102-420 governing change orders, is signed by the County's and the Consultant's duly authorized representatives, and entered upon the meeting minutes of the Fulton County Board of Commissioners.

If any portion of the Contract Documents shall be in conflict with any other portion, the various documents comprising the Contract Documents shall govern in the following order of precedence: 1) the Agreement, 2) the RFP, 3) any Addenda, 4) change orders, 5) the exhibits, and 6) portions of Consultant's proposal that was accepted by the County and made a part of the Contract Documents.

The Agreement was approved by the Fulton County Board of Commissioners on *[Insert Board of Commissioners approval date and item number].*

ARTICLE 2. **SEVERABILITY**

If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect, and enforceable in accordance with its terms.

ARTICLE 3. **DESCRIPTION OF PROJECT**

County and Consultant agree the Project is to perform *[Insert project description]*. All exhibits referenced in this agreement are incorporated by reference and constitute an integral part of this Agreement as if they were contained herein.

ARTICLE 4. **SCOPE OF WORK**

Unless modified in writing by both parties in the manner specified in the agreement, duties of Consultant shall not be construed to exceed those services specifically set forth herein. Consultant agrees to provide all services, products, and data and to perform all tasks described in Exhibit C, Scope of Work.

ARTICLE 5. **<u>DELIVERABLES</u>**

Consultant shall deliver to County all reports prepared under the terms of this Agreement that are specified in Exhibit D, Project Deliverables. Consultant shall provide to County all deliverables specified in Exhibit D, Project Deliverables. Deliverables shall be furnished to County by Consultant in a media of form that is acceptable and usable by County at no additional cost at the end of the project.

ARTICLE 6. **<u>SERVICES PROVIDED BY COUNTY</u>**

Consultant shall gather from County all available non-privileged data and information pertinent to the performance of the services for the Project. Certain services as described in Exhibit C, Scope of Work, if required, will be performed and furnished by County in a timely manner so as not to unduly delay Consultant in the performance of said obligations. County shall have the final decision as to what data and information is pertinent.

County will appoint in writing a County authorized representative with respect to work to be performed under this Agreement until County gives written notice of the appointment of a successor. The County's authorized representative shall have complete authority to transmit instructions, receive information, and define County's policies, consistent with County rules and regulations. Consultant may rely upon written consents and approvals signed by County's authorized representative that are consistent with County rules and regulations.

ARTICLE 7. **<u>MODIFICATIONS</u>**

If during the course of performing the Project, County and Consultant agree that it is necessary to make changes in the Project as described herein and referenced exhibits, such changes will be incorporated by written amendments in the form of Change Orders to this Agreement. Any such Change Order and/or supplemental agreement shall not become effective or binding unless approved by the Board of Commissioners and entered on the minutes. Such modifications shall conform to the requirements of Fulton County Purchasing Code §102-420 which is incorporated by reference herein.

ARTICLE 8. **<u>SCHEDULE OF WORK</u>**

Consultant shall not proceed to furnish such services and County shall not become obligated to pay for same until a written authorization to proceed (Notice to Proceed) has been sent to Consultant from County. The Consultant shall begin work under this Agreement no later than five (5) days after the effective date of notice to proceed.

<p style="text-align:center">ARTICLE 9. **CONTRACT TERM**</p>

[Insert contract term and any renewal options] Make sure the contract term matches the contract term in the solicitation document exactly.

[Use this contract term if the contract is a one-time procurement or if the project is in calendar days with no renewal options.]

Example: The contract will commence as of the date indicated in the Notice to Proceed (NTP) and will terminate as indicated in the contract.

[Use this contract term if the contract is not funded with General Fund monies (Fund 100) but will include renewal options]

[Please check with the department regarding funding, if the funding is grant funding, federal funding and/or capital funds use this term of contract. If the project is funded with General Fund monies (Fund 100), the contract must end December 31st of that calendar year and you must use the Multi-Year Contract Term below.]

Example: The initial term of the contract shall be for a one (1) year term, with two (2), one (1) year renewal options.

MULTI-YEAR CONTRACT TERM

[Use this contract term if the contract is an annual contract with renewal options and funded with General Fund monies (Fund 100).]

[Please check with the department regarding funding, if the funding is grant funding, federal funding and/or capital funds the contract does not have to end on December 31st of the calendar year, use "Term of Contract" above.]

The period of this Agreement shall consist of a series of Terms as defined below. The County is obligated only to pay such compensation under this Agreement as may lawfully be made from funds budgeted and appropriated for that purpose during the County's then current fiscal year.

a. **Commencement Term**

The "Commencement Term" of this Agreement shall begin on [Insert start date], the starting date, and shall end absolutely and without further obligation on the part of the county on the 31st day of December [Insert year]. The Commencement Term shall be subject to events of termination and the County's termination rights that are described elsewhere in this Agreement. Notwithstanding anything contained in this Agreement, the County's obligation to make payments provided under this Agreement shall

be subject to the County's annual appropriations of funds for the goods, services, materials, property and/or supplies procured under this Agreement by the County's governing body and such obligation shall not constitute a pledge of the County's full faith and credit within the meaning of any constitutional debt limitation.

b. Renewal Terms

Unless the terms of this Agreement are fulfilled with no further obligation of the part of either party on or before the final date of the Commencement Term as stated above, or unless an event of termination as defined within this Agreement occurs during the Commencement Term, this Agreement may be renewed at the written option of the County upon the approval of the County Board of Commissioners for two (2) one-year ("Renewal Terms"). However, no Renewal Term of this Agreement shall be authorized nor shall any Renewal Term of this Agreement commence unless and until each Renewal Term has first been approved in writing by the County Board of Commissioners for the calendar year of such Renewal Term. If approved by the County Board of Commissioners, the First Renewal Term shall begin on the 1st day of January, 2015 and shall end no later than the 31st day of December, 2015. If approved by the County Board of Commissioners, the Second Renewal Term shall begin on the 1st day of January, 2015 and shall end no later than the 31st day of December, 2015. [More than two renewal options must be approved by the Purchasing Director] If approved by the County Board of Commissioners, the third Renewal Term shall begin on the 1st day of January, 2016 and shall end no later than the 31st day of December, 2016. If approved by the County Board of Commissioners, the fourth Renewal Term shall begin on the 1st day of January, 2017 and shall end no later than the 31st day of December, 2017. If the County chooses not to exercise any Renewal Term as provided in this Section, then the Term of this Agreement then in effect shall also be deemed the "Ending Term" with no further obligation on the party of either party.

c. Term Subject to Events of Termination

All "Terms" as defined within this Section are subject to the section of this Agreement which pertain to events of termination and the County's rights upon termination.

d. Same Terms

Unless mutually agreed upon in writing by the parties, or otherwise indicated herein, all provisions and conditions of any Renewal Term shall be exactly the same as those contained within in this Agreement.

e. Statutory Compliance Regarding Purchase Contracts.
The parties intend that this Agreement shall, and this Agreement shall

operate in conformity with and not in contravention of the requirements of O.C.G.A. § 36-60-13, as applicable, and in the event that this Agreement would conflict therewith, then this Agreement shall be interpreted and implemented in a manner consistent with such statute.

ARTICLE 10. **COMPENSATION**

Compensation for work performed by Consultant on Project shall be in accordance with the payment provisions and compensation schedule, attached as Exhibit E, Compensation.

The total contract amount for the Project shall not exceed ***[Insert amount approved by BOC], (Insert dollar number in words) Example: $500,000.00 (Five Hundred Thousand Dollars and No Cents)***, which is full payment for a complete scope of work.

ARTICLE 11. **PERSONNEL AND EQUIPMENT**

Consultant shall designate in writing a person(s) to serve as its authorized representative(s) who shall have sole authority to represent Consultant on all manners pertaining to this contract.

Consultant represents that it has secured or will secure, at its' own expense, all equipment and personnel necessary to complete this Agreement, none of whom shall be employees of or have any contractual relationship with County. All of the services required hereunder will be performed by Consultant under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law to perform such services.

Written notification shall be immediately provided to County upon change or severance of any of the authorized representative(s), listed key personnel or sub-consultant performing services on this Project by Consultant. No changes or substitutions shall be permitted in Consultant's key personnel or sub-consultant as set forth herein without the prior written approval of the County. Requests for changes in key personnel or sub-consultants will not be unreasonably withheld by County.

ARTICLE 12. **SUSPENSION OF WORK**

Suspension Notice: The County may by written notice to the Consultant, suspend at any time the performance of all or any portion of the services to be performed under this Agreement. Upon receipt of a suspension notice, the Consultant must, unless the notice requires otherwise:

1) Immediately discontinue suspended services on the date and to the extent specified in the notice;

2) Place no further orders or subcontracts for material, services or facilities with respect to suspended services, other than to the extent required in the notice; and

3) Take any other reasonable steps to minimize costs associated with the suspension.

Notice to Resume: Upon receipt of notice to resume suspended services, the Consultant will immediately resume performance under this Agreement as required in the notice.

ARTICLE 13. **DISPUTES**

Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the County. The representative shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the Consultant. The Consultant shall have 30 days from date the decision is sent to appeal the decision to the County Manager or his designee by mailing or otherwise furnishing to the County Manager or designee, copy of the written appeal. The decision of the County Manager or his designee for the determination of such appeal shall be final and conclusive. Pending any final decision of a dispute hereunder, Consultant shall proceed diligently with performance of the Agreement and in accordance with the decision of the County's designated representative.

ARTICLE 14. **TERMINATION OF AGREEMENT FOR CAUSE**

(1) Either County or Consultant may terminate work under this Agreement in the event the other party fails to perform in accordance with the provisions of the Agreement. Any party seeking to terminate this Agreement is required to give thirty (30) days prior written notice to the other party.

(2) Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.

(3) **TIME IS OF THE ESSENCE** and if the Consultant refuses or fails to perform the work as specified in Exhibit C, Scope of Work and maintain the scheduled level of effort as proposed, or any separable part thereof, with such diligence as will insure completion of the work within the specified time period, or any extension or tolling there of, or fails to complete said work within such time. The County may exercise any remedy available under law or this Agreement. Failure to maintain the scheduled level of effort as proposed or deviation from the aforesaid proposal without prior approval of County shall constitute cause for termination

(4)   The County may, by written notice to Consultant, terminate Consultant's right to proceed with the Project or such part of the Project as to which there has been delay. In such event, the County may take over the work and perform the same to completion, by contract or otherwise, and Consultant shall be required to provide all copies of finished or unfinished documents prepared by Consultant under this Agreement to the County as stated in Exhibit D, "Project Deliverables".

(5)   Consultant shall be entitled to receive compensation for any satisfactory work completed on such documents as reasonably determined by the County.

(6)   Whether or not the Consultant's right to proceed with the work has been terminated, the Consultant shall be liable for any damage to the County resulting from the Consultant's refusal or failure to complete the work within the specified time period, and said damages shall include, but not be limited to, any additional costs associated with the County obtaining the services of another Consultant to complete the project.

ARTICLE 15. **TERMINATION FOR CONVENIENCE OF COUNTY**

Notwithstanding any other provisions, the County may terminate this Agreement for its convenience at any time by a written notice to Consultant. If the Agreement is terminated for convenience by the County, as provided in this article, Consultant will be paid compensation for those services actually performed. Partially completed tasks will be compensated for based on a signed statement of completion to be submitted by Consultant which shall itemize each task element and briefly state what work has been completed and what work remains to be done.

If, after termination, it is determined that the Consultant was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the government.

ARTICLE 16.**WAIVER OF BREACH**

The waiver by either party of a breach or violation of any provision of this Agreement, shall not operate or be construed to be, a waiver of any subsequent breach or violation of the same or other provision thereof.

ARTICLE 17. **INDEPENDENT CONSULTANT**

Consultant shall perform the services under this Agreement as an independent Consultant and nothing contained herein shall be construed to be inconsistent with such relationship or status. Nothing in this Agreement shall be interpreted or

construed to constitute Consultant or any of its agents or employees to be the agent, employee or representative of County.

ARTICLE 18. **PROFESSIONAL RESPONSIBILITY**

Consultant represents that it has, or will secure at its own expenses, all personnel appropriate to perform all work to be completed under this Agreement;

All the services required hereunder will be performed by Consultant or under the direct supervision of Consultant. All personnel engaged in the Project by Consultant shall be fully qualified and shall be authorized or permitted under applicable State and local law to perform such services.

None of the work or services covered by this Agreement shall be transferred, assigned, or subcontracted by Consultant without the prior written consent of the County.

ARTICLE 19. **COOPERATION WITH OTHER CONSULTANTS**

Consultant will undertake the Project in cooperation with and in coordination with other studies, projects or related work performed for, with or by County's employees, appointed committee(s) or other Consultants. Consultant shall fully cooperate with such other related Consultants and County employees or appointed committees. Consultant shall provide within his schedule of work, time and effort to coordinate with other Consultants under contract with County. Consultant shall not commit or permit any act, which will interfere with the performance of work by any other consultant or by County employees. Consultant shall not be liable or responsible for the delays of third parties not under its control nor affiliated with the Consultant in any manner.

ARTICLE 20. **ACCURACY OF WORK**

Consultant shall be responsible for the accuracy of his work and shall promptly correct its errors and omissions without additional compensation. Acceptance of the work by the County will not relieve Consultant of the responsibility of subsequent corrections of any errors and the clarification of any ambiguities. Consultant shall prepare any plans, report, fieldwork, or data required by County to correct its errors or omissions. The above consultation, clarification or correction shall be made without added compensation to Consultant. Consultant shall give immediate attention to these changes so there will be a minimum of delay to others.

ARTICLE 21. **REVIEW OF WORK**

Authorized representatives of County may at all reasonable times review and inspect Project activities and data collected under this Agreement and amendments thereto. All reports, drawings, studies, specifications, estimates,

maps and computations prepared by or for Consultant, shall be available to authorized representatives of County for inspection and review at all reasonable times in the main office of County. Acceptance shall not relieve Consultant of its professional obligation to correct, at its expense, any of its errors in work. County may request at any time and Consultant shall produce progress prints or copies of any work as performed under this Agreement. Refusal by Consultant to submit progress reports and/or plans shall be cause for County, without any liability thereof, to withhold payment to consultant until Consultant complies with County's request in this regard. County's review recommendations shall be incorporated into the plans by Consultant.

ARTICLE 22. **INDEMNIFICATION**

22.1 Professional Services Indemnification. With respect to liability, damages, costs, expenses (including reasonable attorney's fees and expenses incurred by any of them), claims, suits and judgments that arise or are alleged to arise out of the Consultant/Contractor's acts, errors, or omissions in the performance of professional services, the Consultant/Contractor shall indemnify, release, and hold harmless Fulton County, its Commissioners and their respective officers, members, employees and agents (each, hereinafter referred to as an "Indemnified Person"), from and against liability, damages, costs, expenses (including reasonable attorney's fees and expenses incurred by any of them), claims, suits and judgments only to the extent such liability is caused by the negligence of the Consultant/Contractor in the delivery of the Work under this Agreement, but such indemnity is limited to those liabilities caused by a Negligent Professional Act, as defined below. This indemnification survives the termination of this Agreement and shall also survive the dissolution or to the extent allowed by law, the bankruptcy of Consultant/Contractor.

For the purposes of the Professional Services Indemnity above, a "Negligent Professional Act" means a negligent act, error, or omission in the performance of Professional Services (or by any person or entity, including joint ventures, for whom Consultant/Contractor is liable) that causes liability and fails to meet the applicable professional standard of care, skill and ability under similar conditions and like surrounding circumstances, as is ordinarily employed by others in their profession.

Consultant/Contractor obligation to indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Consultant/Contractor further agrees to indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for

compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Consultant/Contractor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

22.2 Notice of Claim. If an Indemnified Person receives written notice of any claim or circumstance which could give rise to indemnified losses, the receiving party shall promptly give written notice to Consultant/Contractor, and shall use best efforts to deliver such written notice within ten (10) Business Days. The notice must include a copy of such written notice of claim, or, if the Indemnified Person did not receive a written notice of claim, a description of the indemnification event in reasonable detail and the basis on which indemnification may be due. Such notice will not stop or prevent an Indemnified Person from later asserting a different basis for indemnification. If an Indemnified Person does not provide this notice within the ten (10) Business Day period, it does not waive any right to indemnification except to the extent that Consultant/Contractor is prejudiced, suffers loss, or incurs additional expense solely because of the delay.

22.3 Defense. Consultant/Contractor, at Consultant/Contractor's own expense, shall defend each such action, suit, or proceeding or cause the same to be resisted and defended by counsel designated by the Indemnified Person and reasonably approved by Consultant/Contractor (provided that in all instances the County Attorney of Fulton County Georgia shall be acceptable, and, for the avoidance of doubt, is the only counsel authorized to represent the County). If any such action, suit or proceedings should result in final judgment against the Indemnified Person, Consultant/Contractor shall promptly satisfy and discharge such judgment or cause such judgment to be promptly satisfied and discharged. Within ten (10) Business Days after receiving written notice of the indemnification request, Consultant/Contractor shall acknowledge in writing delivered to the Indemnified Person (with a copy to the County Attorney) that Consultant/Contractor is defending the claim as required hereunder.

22.4 Separate Counsel.

22.4.1 Mandatory Separate Counsel. In the event that there is any potential conflict of interest that could reasonably arise in the representation of any Indemnified Person and Consultant/Contractor in the defense of any action, suit or proceeding pursuant to Section 22.3 above or in the event that state or local law requires the use of specific counsel, (i) such Indemnified Person may elect in its sole and absolute discretion whether to waive such conflict of interest, and (ii) unless such Indemnified Person (and, as applicable, Consultant/Contractor) elects to waive such conflict of interest, or in any event if required by state or local law, then the counsel designated by the Indemnified Person shall solely represent such Indemnified Person and, if applicable, Consultant/Contractor shall retain its own separate counsel, each at Consultant/Contractor's sole cost and expense.

22.4.2 Voluntary Separate Counsel. Notwithstanding Consultant/Contractor's obligation to defend, where applicable pursuant to Section 22.3, a claim, the Indemnified Person may retain separate counsel to participate in (but not control or impair) the defense and to participate in (but not control or impair) any settlement negotiations, provided that for so long as Consultant/Contractor has complied with all of Consultant/Contractor's obligations with respect to such claim, the cost of such separate counsel shall be at the sole cost and expense of such Indemnified Person (provided that if Consultant/Contractor has not complied with all of Consultant/Contractor's obligations with respect to such claim, Consultant/Contractor shall be obligated to pay the cost and expense of such separate counsel). Consultant/Contractor may settle the claim without the consent or agreement of the Indemnified Person, unless the settlement (i) would result in injunctive relief or other equitable remedies or otherwise require the Indemnified Person to comply with restrictions or limitations that adversely affect or materially impair the reputation and standing of the Indemnified Person, (ii) would require the Indemnified Person to pay amounts that Consultant/Contractor or its insurer does not fund in full, (iii) would not result in the Indemnified Person's full and complete release from all liability to the plaintiffs or claimants who are parties to or otherwise bound by the settlement, or (iv) directly involves the County (in which case the County of Fulton County, Georgia shall be the only counsel authorized to represent the County with respect to any such settlement).

22.5 Survival. The provisions of this Article will survive any expiration or earlier termination of this Agreement and any closing, settlement or other similar event which occurs under this Agreement.

ARTICLE 23. **CONFIDENTIALITY**

Consultant agrees that its conclusions and any reports are for the confidential information of County and that it will not disclose its conclusions in whole or in part to any persons whatsoever, other than to submit its written documentation to County, and will only discuss the same with it or its authorized representatives, except as required under this Agreement to provide information to the public. Upon completion of this Agreement term, all documents, reports, maps, data and studies prepared by Consultant pursuant thereto and any equipment paid for by County as a result of this Agreement, shall become the property of the County and be delivered to the User Department's Representative.

Articles, papers, bulletins, reports, or other materials reporting the plans, progress, analyses, or results and findings of the work conducted under this Agreement shall not be presented publicly or published without prior approval in writing of County.

It is further agreed that if any information concerning the Project, its conduct results, or data gathered or processed should be released by Consultant without prior approval from County, the release of the same shall constitute grounds for

termination of this Agreement without indemnity to Consultant, but should any such information be released by County or by Consultant with such prior written approval, the same shall be regarded as Public information and no longer subject to the restrictions of this Agreement.

ARTICLE 24. **OWNERSHIP OF INTELLECTUAL PROPERTY AND INFORMATION**

Consultant agrees that Fulton County is the sole owner of all information, data, and materials that are developed or prepared subject to this Agreement. Consultant or any sub-consultant is not allowed to use or sell any information subject to this contract for educational, publication, profit, research or any other purpose without the written and authorized consent of the County. All electronic files used in connection to this Agreement, which are by definition, any custom software files used in connection to this Agreement, (collectively, the "Software"), shall be turned over to the County for its use after termination hereof and Consultant shall have no interest of any kind in such electronic files. Any required licenses and fees for the Software or other required materials shall be purchased and/or paid for by Consultant and registered in the name of the County , if possible. The Software as defined hereunder, specifically excludes all software, documentation, information, and materials in which Consultant has pre-existing proprietary rights and/or has otherwise been licensed to Consultant prior to this Agreement, and any upgrades, updates, modifications or enhancements thereto. Consultant agrees to provide at no cost to County any upgrades to any software used in connection with this Agreement which may be subsequently developed or upgraded for a period of three (3) years from the date of completion of the work under the Agreement, except in the case of commercial Software licensed to the County. Any information developed for use in connection with this Agreement may be released as public domain information by the County at its sole discretion.

ARTICLE 25. **COVENANT AGAINST CONTINGENT FEES**

Consultant warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees maintained by Consultant for the purpose of securing business and that Consultant has not received any non-County fee related to this Agreement without the prior written consent of County. For breach or violation of this warranty, County shall have the right to annul this Agreement without liability or at its discretion to deduct from the Contract Price or consideration the full amount of such commission, percentage, brokerage or contingent fee.

ARTICLE 26. **INSURANCE**

Consultant agrees to obtain and maintain during the entire term of this Agreement, all of the insurance required as specified in the Agreement

documents, Exhibit H, Insurance and Risk Management Forms, with the County as an additional insured and shall furnish the County a Certificate of Insurance showing the required coverage. The cancellation of any policy of insurance required by this Agreement shall meet the requirements of notice under the laws of the State of Georgia as presently set forth in the Georgia Code.

ARTICLE 27. **PROHIBITED INTEREST**

Section 27.01 **Conflict of interest:**

Consultant agrees that it presently has no interest and shall acquire no interest direct or indirect that would conflict in any manner or degree with the performance of its service hereunder. Consultant further agrees that, in the performance of the Agreement, no person having any such interest shall be employed.

Section 27.02 **Interest of Public Officials:**

No member, officer or employee of County during his tenure shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE 28. **SUBCONTRACTING**

Consultant shall not subcontract any part of the work covered by this Agreement or permit subcontracted work to be further subcontracted without prior written approval of County.

ARTICLE 29. **ASSIGNABILITY**

Consultant shall not assign or subcontract this Agreement or any portion thereof without the prior expressed written consent of County. Any attempted assignment or subcontracting by Consultant without the prior expressed written consent of County shall at County's sole option terminate this Agreement without any notice to Consultant of such termination. Consultant binds itself, its successors, assigns, and legal representatives of such other party in respect to all covenants, agreements and obligations contained herein.

ARTICLE 30. **ANTI-KICKBACK CLAUSE**

Salaries of engineers, surveyors, draftsmen, clerical and technicians performing work under this Agreement shall be paid unconditionally and not less often than once a month without deduction or rebate on any account except only such payroll deductions as are mandatory by law. Consultant hereby promises to comply with all applicable "Anti-Kickback" Laws, and shall insert appropriate provisions in all subcontracts covering work under this Agreement.

ARTICLE 31. **AUDITS AND INSPECTORS**

At any time during normal business hours and as often as County may deem necessary, Consultant shall make available to County and/or representatives of the County for examination all of its records with respect to all matters covered by this Agreement.

It shall also permit County and/or representative of the County to audit, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Agreement. Consultant's records of personnel, conditions of employment, and financial statements (hereinafter "Information") constitute trade secrets and are considered confidential and proprietary by Consultant. To the extent County audits or examines such Information related to this Agreement, County shall not disclose or otherwise make available to third parties any such Information without Consultant's prior written consent unless required to do so by a court order. Nothing in this Agreement shall be construed as granting County any right to make copies, excerpts or transcripts of such information outside the area covered by this Agreement without the prior written consent of Consultant. Consultant shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred on the Project and used in support of its proposal and shall make such material available at all reasonable times during the period of the Agreement and for eight years from the date of final payment under the Agreement, for inspection by County or any reviewing agencies and copies thereof shall be furnished upon request and at no additional cost to County. Consultant agrees that the provisions of this Article shall be included in any Agreements it may make with any sub-consultant, assignee or transferee.

ARTICLE 32. **ACCOUNTING SYSTEM**

Consultant shall have an accounting system, which is established, and maintaining in accordance with generally accepted accounting principles. Consultant must account for cost in a manner consistent with generally accepted accounting procedures, as approved by Fulton County.

ARTICLE 33. **VERBAL AGREEMENT**

No verbal agreement or conversation with any officer, agent or employee of County either before, during or after the execution of this Agreement, shall affect or modify any of the terms of obligations herein contained, nor shall such verbal agreement or conversation entitle Consultant to any additional payment whatsoever under the terms of this Agreement. All changes to this shall be in writing and the form of a change order in supplemental agreement, approved by the County, and entered on the Minutes of the Board of Commissioners.

ARTICLE 34. **<u>NOTICES</u>**

All notices shall be in writing and delivered in person or transmitted by certified mail, postage prepaid.

Notice to County, shall be addressed as follows:

[Insert User Department Representative Position for project]
 [Insert User Department Address
Atlanta, Georgia 30303
Telephone:
Email:
Attention: ***[Insert User Department Representative for project]***

With a copy to:

Department of Purchasing & Contract Compliance
Interim Director
130 Peachtree Street, S.W. Suite 1168
Atlanta, Georgia 30303
Telephone: (404) 612-5800
Email: felicia.strong-whitaker@fultoncountyga.gov
Attention: Felicia Strong-Whitaker

Notices to Consultant shall be addressed as follows:

[Insert Consultant Representative for project]
 [Insert Consultant Address]
Telephone:
Email:
Attention: ***[Insert Consultant Representative for project]***

ARTICLE 35. **<u>JURISDICTION</u>**

This Agreement will be executed and implemented in Fulton County. Further, this Agreement shall be administered and interpreted under the laws of the State of Georgia. Jurisdiction of litigation arising from this Agreement shall be in the Fulton County Superior Courts. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

Whenever reference is made in the Agreement to standards or codes in accordance with which work is to be performed, the edition or revision of the standards or codes current on the effective date of this Agreement shall apply, unless otherwise expressly stated.

ARTICLE 36. **EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this Agreement, Consultant agrees as follows:

Section 36.01 Consultant will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin;

Section 36.02 Consultant will, in all solicitations or advertisements for employees placed by, or on behalf of, Consultant state that all qualified applicants, will receive consideration for employment without regard to race, creed, color, sex or national origin;

Section 36.03 Consultant will cause the foregoing provisions to be inserted in all subcontracts for any work covered by the Agreement so that such provision will be binding upon each sub-consultant, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

ARTICLE 37. **FORCE MAJEURE**

Neither County nor Consultant shall be deemed in violation of this Agreement if either is prevented from performing its obligations hereunder for any reason beyond its control, including but not limited to acts of God, civil or military authority, act of public enemy, accidents, fires, explosions, earthquakes, floods or catastrophic failures of public transportation, provided however, that nothing herein shall relieve or be construed to relieve Consultant from performing its obligations hereunder in the event of riots, rebellions or legal strikes.

ARTICLE 38. **OPEN RECORDS ACT**

The Georgia Open Records Act, O.C.G.A. Section 50-18-70 et seq., applies to this Agreement. The Consultant acknowledges that any documents or computerized data provided to the County by the Consultant may be subject to release to the public. The Consultant also acknowledges that documents and computerized data created or held by the Consultant in relation to the Agreement may be subject to release to the public, to include documents turned over to the County. The Consultant shall cooperate with and provide assistance to the County in rapidly responding to Open Records Act requests. The Consultant shall notify the County of any Open Records Act requests no later than 24 hours following receipt of any such requests by the Consultant. The Consultant shall promptly comply with the instructions or requests of the County in relation to responding to Open Records Act requests.

ARTICLE 39. **CONSULTANT'S COMPLIANCE WITH ALL ASSURANCES OR PROMISES MADE IN RESPONSE TO PROCUREMENT**

Where the procurement documents do not place a degree or level of service relating to the scope of work, M/FBE participation, or any other matter relating to the services being procured, should any Consultant submit a response to the County promising to provide a certain level of service for the scope of work, M/FBE participation, or any other matter, including where such promises or assurances are greater than what is required by the procurement documents, and should this response containing these promises or assurances be accepted by the County and made a part of the Contract Documents, then the degree or level of service promised relating to the scope of work, M/FBE participation, or other matter shall be considered to be a material part of the Agreement between the Consultant and the County, such that the Consultant's failure to provide the agreed upon degree or level of service or participation shall be a material breach of the Agreement giving the County just cause to terminate the Agreement for cause, pursuant to ARTICLE 14 of the Agreement.

ARTICLE 40. **INVOICING AND PAYMENT**

Consultant shall submit monthly invoices for work performed during the previous calendar month, in a form acceptable to the County and accompanied by all support documentation requested by the County, for payment and for services that were completed during the preceding phase. The County shall review for approval of said invoices. The County shall have the right not to pay any invoice or part thereof if not properly supported, or if the costs requested or a part thereof, as determined by the County, are reasonably in excess of the actual stage of completion.

Time of Payment: The County shall make payments to Consultant within thirty (30) days after receipt of a proper invoice. Parties hereto expressly agree that the above contract term shall supersede the rates of interest, payment periods, and contract and subcontract terms provided for under the Georgia Prompt Pay Act, O.C.G.A. 13-11-1 et seq., pursuant to 13-11-7(b), and the rates of interest, payment periods, and contract and subcontract terms provided for under the Prompt Pay Act shall have no application to this Agreement; parties further agree that the County shall not be liable for any interest or penalty arising from late payments.

Submittal of Invoices: Invoices shall be submitted as follows:

Via Mail:
Fulton County Government
141 Pryor Street, SW
Suite 7001
Atlanta, Georgia 30303
Attn: Finance Department – Accounts Payable

OR

At minimum, original invoices must reference all of the following information:

1) Vendor Information
   a. Vendor Name
   b. Vendor Address
   c. Vendor Code
   d. Vendor Contact Information
   e. Remittance Address

2) Invoice Details
   a. Invoice Date
   b. Invoice Number (uniquely numbered, no duplicates)
   c. Purchase Order Reference Number
   d. Date(s) of Services Performed
   e. Itemization of Services Provided/Commodity Units

3) Fulton County Department Information (needed for invoice approval)
   a. Department Name
   b. Department Representative Name

Consultant's cumulative invoices shall not exceed the total not-to-exceed fee established for this Agreement.

County's Right to Withhold Payments: The County may withhold payments, not to exceed the total of two months' fees of the applicable SOW, for services that involve disputed costs, involve disputed audits, or are otherwise performed in an inadequate fashion. Payments withheld by the County will be released and paid to the Consultant when the services are subsequently performed adequately and on a timely basis, the causes for disputes are reconciled or any other remedies or actions stipulated by the County are satisfied. If there is a good faith dispute regarding a portion of an invoice, Consultant will notify County and detail the dispute before the invoice date. The County shall promptly pay any undisputed items contained in such invoices. Upon resolution of the dispute, any disputed amounts owed to Consultant will be promptly paid by County.

Payment of Sub-consultants/Suppliers: The Consultant must certify in writing that all sub-consultants of the Consultant and suppliers have been promptly paid for work and materials and previous progress payments received. In the event the prime Consultant is unable to pay sub-consultants or suppliers until it has received a progress payment from Fulton County, the prime Consultant shall pay all sub-consultants or supplier funds due from said progress payments within

forty-eight (48) hours of receipt of payment from Fulton County and in no event later than fifteen days as provided for by State Law.

Acceptance of Payments by Consultant; Release. The acceptance by the Consultant of any payment for services under this Agreement will, in each instance, operate as, and be a release to the County from, all claim and liability to the Consultant for work performed or furnished for or relating to the service for which payment was accepted, unless the Consultant within five (5) days of its receipt of a payment, advises the County in writing of a specific claim it contends is not released by that payment.

ARTICLE 41. **TAXES**

The Consultant shall pay all sales, retail, occupational, service, excise, old age benefit and unemployment compensation taxes, consumer, use and other similar taxes, as well as any other taxes or duties on the materials, equipment, and labor for the work provided by the Consultant which are legally enacted by any municipal, county, state or federal authority, department or agency at the time bids are received, whether or not yet effective. The Consultant shall maintain records pertaining to such taxes as well as payment thereof and shall make the same available to the County at all reasonable times for inspection and copying. The Consultant shall apply for any and all tax exemptions which may be applicable and shall timely request from the County such documents and information as may be necessary to obtain such tax exemptions. The County shall have no liability to the Consultant for payment of any tax from which it is exempt.

ARTICLE 42. **PERMITS, LICENSES AND BONDS**

All permits and licenses necessary for the work shall be secured and paid for by the Consultant. If any permit, license or certificate expires or is revoked, terminated, or suspended as a result of any action on the part of the Consultant, the Consultant shall not be entitled to additional compensation or time.

ARTICLE 43. **NON-APPROPRIATION**

This Agreement states the total obligation of the County to the Consultant for the calendar year of execution. Notwithstanding anything contained in this Agreement, the obligation of the County to make payments provided under this Agreement shall be subject to annual appropriations of funds thereof by the governing body of the County and such obligation shall not constitute a pledge of the full faith and credit of the County within the meaning of any constitutional debt limitation. The Director of Finance shall deliver written notice to the Consultant in the event the County does not intend to budget funds for the succeeding Contract year.

Notwithstanding anything contained in this Agreement, if sufficient funds have not been appropriated to support continuation of this Agreement for an additional calendar year or an additional term of the Agreement, this Agreement shall terminate absolutely and without further obligation on the part of the County at the close of the calendar year of its execution and at the close of each succeeding calendar year of which it may be renewed, unless a shorter termination period is provided or the County suspends performance pending the appropriation of funds.

ARTICLE 44. **WAGE CLAUSE**

Consultant shall agree that in the performance of this Agreement the Consultant will comply with all lawful agreements, if any, which the Consultant had made with any association, union, or other entity, with respect to wages, salaries, and working conditions, so as not to cause inconvenience, picketing, or work stoppage.

IN WITNESS THEREOF, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER: CONSULTANT:

FULTON COUNTY, GEORGIA   *[Insert Consultant COMPANY NAME]*

John H. Eaves, Commission Chair   *[Insert Name & Title of person authorized to sign contract]*
Board of Commissioners

ATTEST: ATTEST:

Mark Massey   Secretary/
Clerk to the Commission (Seal)   Assistant Secretary

                                                               (Affix Corporate Seal)

APPROVED AS TO FORM:

Office of the County Attorney

APPROVED AS TO CONTENT:

[Insert Department Head Name]
[Insert Department Head Title]

ADDENDA

EXHIBIT A

GENERAL CONDITIONS

EXHIBIT B

SPECIAL CONDITIONS

Instructions for Users: Insert any Special Conditions that were in the solicitation document behind this cover sheet. If no Special Conditions were required, on a separate page behind this cover page please use the following language:

No Special Conditions were required for this Project

EXHIBIT C

SCOPE OF WORK

SCOPE OF WORK

The Consultant shall

EXHIBIT D

PROJECT DELIVERABLES

PROJECT DELIVERABLES

EXHIBIT E

COMPENSATION

COMPENSATION

The County agrees to compensate the Consultant as follows:

County agrees to compensate Consultant for all services performed under this Agreement in an amount not to exceed $110,864.00. The detailed costs are provided below:

EXHIBIT F

PURCHASING FORMS

Instructions for Users: Insert the Purchasing forms submitted by the Consultant. Please contact Purchasing to insure you have the correct forms. Insert forms behind this cover sheet.

EXHIBIT G

OFFICE OF CONTRACT COMPLIANCE FORMS

EXHIBIT H

INSURANCE AND RISK MANAGEMENT FORMS

Instructions for Users: Insert the following information behind this cover sheet.

1. Insurance and Risk Management Provisions from Solicitation Document

The following information should be inserted after you have received submittals from the Consultant:

2. Certificate of Insurance
3. Payment Bonds (if applicable)
4. Performance Bonds (if applicable)

SECTION 9
EXHIBITS

EXHIBIT 1

REQUEST FOR PROPOSAL (RFP) SUBMITTAL CHECKLIST

EXHIBIT 1
Request to Proposal (RFP) Submittal Check List for

The following submittals shall be completed and submitted with each proposal *(see table below "Required Proposal Submittal Check List.")*. ***Please check to make sure that the required submittals are in the envelope before it is sealed. Failure to submit all required submittals may deem your proposal non-responsive.***

Submit one (1) Original proposal and five (5) CD's as required in Section 3.1.2 of the RFP.

Item #	Required Proposal Submittal Check List	Check (√)
1	One (1) Proposal marked **"Original"**, five (5) CD's or thumbdrive	
2	*Form A: Georgia Security and Immigration Contractor Affidavit(s) and Agreements *Note: If prime contractor is a joint venture, partnership, LLC, each member of the entity must submit an affidavit*	
3	*Form B: Georgia Security and Immigration Subcontractor Affidavit (s)	
4	Technical Proposal	
5	Cost Proposal (submitted in a separate sealed envelope)	
6	Financial Information (submitted in a separate sealed envelope)	
7	Acknowledgement of each Addendum	
8	Executive Summary Technical Approach/Detailed Work Plan Project Team Qualifications/Qualifications of Key Personnel Relevant Project Experience Proposer Financial Information Availability of Key Personnel Local Preference	
9	Purchasing Forms Form C: Disclosure Form & Questionnaire Form D: Professional License Form E: Local Preference Affidavit of Bidder/Offeror Form F: Service Disabled Veteran Preference Affidavit	
10	Office of Contract Compliance Requirements (separate envelope) Exhibit A: Promise of Non-Discrimination Exhibit B: Employment Record Exhibit C: Schedule of Intended Subcontractor Utilization Exhibit D: Letter of Intent to Perform as Subcontractor Exhibit E: Declaration Regarding Subcontractor Practices Exhibit F: Joint Venture Disclosure Affidavit Exhibit G: Prime Contractor/Subcontractor Utilization Report Equal Business Opportunity Plan (EBO Plan)	
	Evidence of Insurability, proposer must submit one (1) of the following: Letter from insurance carrier Certificate of Insurance An umbrella policy in excess of required limits for this project	

EXHIBIT 1

Request to Proposal (RFP) Submittal Check List for

	Verify that Bidder/Proposer is registered w/Georgia Secretary of State and attach a copy of print out for each	
	Verify Georgia Utility License Number and attach a copy of print out for each Bidder/Proposer (If applicable)	
	Verify Professional License and attach a copy of the print out for each Bidder/Proposer (If applicable)	

EXHIBIT 2

FULTON COUNTY INFORMATION TECHNOLOGY (IT) REQUIREMENTS & STANDARDS

Fulton County

Information Technology (IT) Requirements & Standards

FULTON COUNTY

Table of Contents

1. Information Technology Assessment

The purpose of this questionnaire is to provide Fulton County a high-level overview of the vendor's proposed information technology solution and the environment that will be required to support the solution. Vendors are required to respond to all questions listed below. If a question does not apply to the proposed solution, the vendor must provide an explanation.

1. Will this solution be hosted by the vendor (i.e. no hardware will be installed within Fulton County's firewall or DMZ)?
2. If you answered "NO" above, please provide details on all hardware and connectivity requirements.
3. Do you have an infrastructure diagram that outlines basic system architecture? If yes, please provide.
4. Please provide a high-level overview of the software components of the proposed solution.
5. Approximately how many servers will be required for the proposed solution? List the function of each server.
6. How many environments do you recommend for the proposed solution?

7. Can the application be implemented in a virtual environment (including web and database servers)?

8. Please explain the solutions data storage requirements.

9. Is the proposed solution a web-based application or client/server?

10. Will the proposed solution store, process, or access any sensitive data (e.g. PCI, credit card numbers, social security numbers, HIPAA, etc.)? If so, how will you ensure the security of data, and transmission of such data?

The following space is provided for vendor's to detail any instances where there proposed solution is not in compliance with the following IT Requirements & Standards.
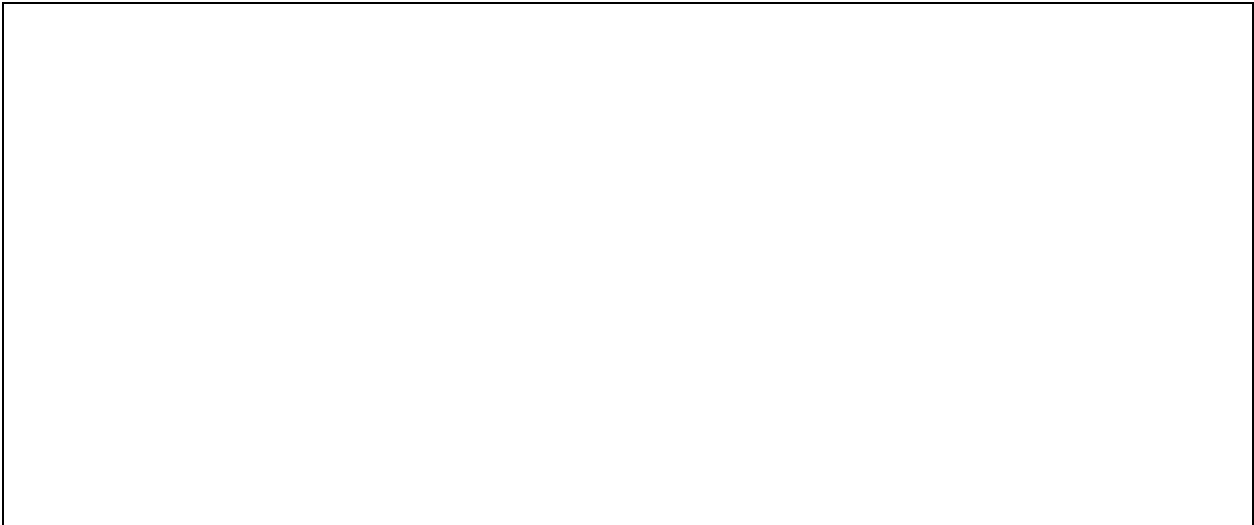
2. IT Requirements and Standards

2.1.   Overview and Objectives

The Fulton County Information Technology (IT) is a centralized IT Department supporting all departments within Fulton County. IT is empowered through Fulton County Code, Policies and Procedures as the agency responsible for establishing, updating, enforcing, and retiring information technology (hardware, software and supporting infrastructure) requirements as well as its standards. IT requirements and standards ensure alignment, consistency, and modernization in the selection and maintenance of information systems used within the County.

The objective in providing vendors IT requirements & standards are threefold:

1. In order to ensure that IT acquisitions integrate well into Fulton's technology environment facilitating its ability to carry out the business of Fulton County.

2. In order to identify and manage the risk, security exposure, or liability associated with an IT acquisition.

3. As well as, ensuring Fulton County achieves the maximum value from any information technology investment.

Any product solution that relies on the IT system's enterprise infrastructure, connects to the IT network, or depends upon IT support must fully conform to the requirements and standards identified in this document. The requirements and standards provided do not represent a comprehensive view of all the products in use across the County. However, the intent of the list is to convey the primary standards for the major solutions supported by IT and/or delivered with IT resources. The County's Chief Information Officer (CIO), in compliance with County Policy 600-61, must approve all procurements comprised of IT components.

2.2. Hardware, Software, Infrastructure Standards

Compliance is mandatory for all hardware and software solutions implemented as defined within requirements and standards guidelines. Proposers must provide a complete understanding of their respective solutions recommended systems architecture and the product solution's Total Cost of Ownership (TCO.)

Proposers must submit complete systems architecture diagrams defining all hardware, software, network, database, components, and their connectivity. In addition, a complete itemized list of costs associated with the aforementioned items must be included.

Proposers must provide complete explanations for each instance of non-conformance and may be subject to further compliance inquiry by IT.

2.2.1. End-User Software

Component	Current Standard
Operating System	Windows7
Desktop Applications (i.e.,word processor, spreadsheets, presentation)	Microsoft Office Suite 2010
E-Mail Client	Microsoft Outlook 2010
Web Browser	Microsoft Internet Explorer - IE8/IE9
Antivirus	Microsoft Forefront Server/Client Security
Mainframe Terminal Emulation	Rocket Software - Blue Zone
PDF Files Read/Write	Adobe Acrobat - Latest Version
Geographic Information Systems (GIS) Suite	ESRI ArcGIS v10.0 Desktop
Other	Must be Approved

2.2.2. End-User Hardware

Component	Desktop PC	Laptop
CPU	Intel Core i5-650 Processor	Intel Core i3-350M Processor
Memory	4GB PC3 RAM	4 GB DDR3 RAM
Video Card	Intel Integrated Graphics	Intel Integrated Graphics
Interface Card(S)	Ethernet /100/1000	Ethernet /100/1000
Wireless	802.11 a/n wireless, Bluetooth 2.1, V92 Modem	802.11 a/n wireless, Bluetooth 2.1, V92 Modem

2.2.3. Database Systems & Data Storage

Component	Current Standard
Operating Systems	- Microsoft Windows Server 2008 R2 Standard Edition - Microsoft Windows Server 2008 Enterprise Server (clustering or servers with 4 processors or more) - Oracle Enterprise Linux v5.5 - Red Hat Enterprise Linux v5.5
Database	- Oracle 11g R1 - MS SQL Server 2008 R2 64bit
Data Storage	SAN/NAS

2.2.4. Server Hardware (minimum requirements)

Component	Application Server	Database Server
Physical Servers		
Type	INTEL	INTEL
Power	Dual Redundant	Dual Redundant
Hard Drive Configuration	- Internal: 2 ea. 73GB 15KRPM serial attached SCSI - Additional Drives (separate enclosure) 5 ea. 300GB 15KRPM serial attach SCSI - RAID1/RAID5	- Internal: 2 ea. 146GB 15KRPM serial attached SCSI 6Gbps hot plug - Additional Drives (separate enclosure) 5 ea. 300GB 10KRPM serial attach SCSI Hot Plug - RAID1/RAID5
CPU	2 each Intel Xeon X5570 2.93GHz, 8M Cache 6.40GT/s QPI, Turbo, HT	4 each Intel Xeon E7540 2.0GHz, 18MB Cache 6.4GT/s QPI, Turbo HT 6 Core @ 1066MHz
Network Interface Cards	4 each. Full Ethernet 10/100/1000 Base-T	2 each, Dual Port Gigibit (1000Mb) NIC

		w/TOE iSCSI PCIe.
RAM	• 48GB (12x4GB), 1066MHz Dual • RDIMMs optimized for 2 processors	• 128GB (32x4GB) • 1066MHz Quad Ranked • RDIMMs optimized for 4 processors • Power Optimized
HBA	• Fiber channel • Dual Qlogic 4GB Optical fiber channel - Model 2460 or better.	• Fiber channel • Dual Qlogic 4Gb Optical fiber channel HBA PCIe
External Storage Controller	• SAS RAID controller - external • PCIe, 256MB Cache (minimum)	• SAS RAID controller - external • PCIe, 512MB Cache (minimum)
Maintenance	• 3 Year, 24/7, 4 hour on-site (or NBD if specified) • Parts & labor included.	• 3 Year, 24/7, 4 hour on-site • Parts & labor included
Additional Hardware Requirements	• Rails w/ cable management. • Internal DVD+/- RW, SATA drive.	• Rails w/ cable management arm. • Internal DVD+/- RW, SATA drive.
Virtual Servers		
	• ESXi for Windows 2008	• Oracle VM: 2.2.2 and 3.x

2.2.5. Mobile Communication Devices

Device	Current Standard
Android	• Samsung S5 • Current Service Provider: Sprint Solutions

Vendor agrees that the solution/response provided to this solicitation is currently compatible with all of the aforementioned requirements and standards.

Yes _____   No _____

Exceptions: Please explain any instance of non-compliance with any requirements and standards.

_____

_____

_____

3. Application Programming Interfaces (API) Protocol

An application-programming interface (API) is a particular set of rules ('code') and specifications that software programs can follow to communicate with each other. The County prefers the use of service-oriented APIs that is not bound to a specific process or system as well as providing remote procedure calls or web services. Comprehensive documentation for APIs and data exchange protocols is subject to acceptance testing and approval. All APIs must conform to version upgrades, O/S upgrades, web browser upgrades, etc.

4. Testing and Acceptance

All new systems and/or products will undergo a process of testing and acceptance. This process shall include the following <u>minimum</u> testing procedures prior to final acceptance by Fulton County Government:

1. The proposer shall certify in writing to the County that the system is completely installed, meets all requirements, is free of defects, the data conversion is complete and accurate, and the total system (application, file building, conversion, back-up and recovery procedures, etc.) is ready for operation.
2. The proposer shall be prepared to demonstrate all functions of the system prior to the start of user acceptance testing.
3. The proposer shall provide documentation and interface specifics on each interface provided. The burden of proof regarding on how each interface conforms to the IT Standards and Procedures is the responsibility of the proposer.
4. Upon receipt of the letter of certification from the vendor, Fulton County has a minimum of a sixty-day period to commence the process that will either accept or deny the acceptance the letter of certification. User acceptance testing will include an intensive exercise of each component and module of the system simulating a normal workload. This testing will provide assurance that the various components and modules of the system operate as specified. During this period, the system shall demonstrate a total availability of 99.99% or better.

- **Acceptance Criteria**

    1. The solution meets the current published product specifications and documentation;
    2. The solution is capable of running a variety of data on a repetitive basis without failure;
    3. The solution meets the requirements and specifications described in this document and the functional requirements described in their bid response or response to RFP;
    4. All documentation has been delivered and accurately reflects the operation of the solution;
    5. All specified training has been conducted and accepted by Fulton County;
    6. The interfaces properly provide the data necessary without disrupting the performance of the system or disrupting any of the original data files.
    7. Once this acceptance testing is complete, the warranty period begins.

- **System Unavailable Criteria**

    1. Any component or module capability is not available to all active workstations.
    2. Any feature or specification either required within this document or stated in the proposer's response to bid or RFP does not perform as stated.
    3. Conversion of all existing data files is not complete or is incompatible.
    4. Interfaces are not complete and working.
    5. Reporting features are not available and in compliance with requirements.
    6. Training is incomplete or deemed inadequate by IT.

All new systems and/or products will undergo a process of testing and acceptance. This process shall include the following minimum testing procedures prior to final acceptance by Fulton County Government:

In addition, if the system requires a new install, either manually or automatically, for one hour or greater, the actual down time statistics will reflect the system as an outage.

In the event that the required level of reliability is not demonstrated by the end of the 60 day period, the County may extend the acceptance testing by another sixty (60) days. The Proposer must correct any deficiencies with the system in this time frame. If this extension is permitted, the Proposer shall reinitiate certification by submitting a revised letter of certification to the County specifying the corrections made to the system. The certification process described above will then be repeated.

Final acceptance will be made after the warranty period begins. This period will be a sixty-day (60) period of closely monitored post implementation support provided by the proposer to resolve any issues that may arise after the system has been placed into production.

5. Training Requirements

The Vendor shall provide a detailed, documented training plan outlining the agenda regarding training goals, learning objectives, and learning methods. The training plan shall also include any prerequisites required for training for both the end-user and technical support staff. If learning objectives are not met at the end of the training period, the Vendor shall provide alternates means to meet learning objectives within the implementation process.

5.1.   End-User Training

End-User Training must identify the types, amounts, duration, and costs. The proposer shall include a plan that results in acceptable training for all levels of the system's operation. The vendor shall recommend best practices and system configuration for effective system set up. Using this information, the vendor will prepare a manual (softcopy, searchable PDF) that defines the workflow processes and procedures for users. The vendor shall provide a sample of the typical manual or training approach as part of their response.

5.2.   Administrative/IT Training

The proposer shall prepare a training plan for IT staff that will enable them to administer and support the system. This plan shall include any courses off-site, classroom training, and on-the-job training necessary for systems analysts, computer operators, security personnel, programmers, database, web and network personnel. Training will include the complete support and custom programming and custom reporting to applicable staff. Describe any prerequisite knowledge or skills required. The proposal must include the cost associated with training.

Additionally, the vendor must clearly define a description of the recommended number and type of staff required to support the system. The skill sets required of each individual should be included in this description. The description of recommended staffing requirements should include all management, technical

and functional areas for the ongoing support of the system. The minimum training requirements include, at minimum, two employees in all support roles. The instructional method of "Train the trainer" is not a valid training platform.

During this training, Fulton County will designate senior technical personnel in each class to evaluate the training provided in order to ensure that the training and the instruction provided is sufficient to provide the necessary knowledge and skills. At the end of the first day of any training class, a signoff must be obtained from this designee in order for the proposer to meet this requirement.

6. Product Solution Documentation

It is required that the vendor provide an electronic copy, and optionally, a hardcopy of the following documentation. Please list all reproducible (DVD or CD format only) copies of documentation which is a criteria for system acceptance.

For example:

1. User training manuals for all transactions and functions supported
2. Data Dictionary, data model/entity relationship and data flow diagrams
3. System module chart (application flow) showing each application module and its relation to the other modules
4. General system design and reference information
5. System transaction flow and control
6. List of all application programs, with summary of their purpose or function including a table of all procedures or processes and which processes are called by what other processes
7. Detailed program documentation within each source module
8. Table definitions and record layouts
9. Definition of all system control tables
10. Report and workstation display formats
11. A listing of all "canned" reports complete with full descriptions
12. The County shall be granted the rights to duplicate documentation for record and training purposes.

Vendor agrees that the solution/response provided to this solicitation will be compatible with Fulton County Standards indicated above and will meet all the criteria listed in the Appendix Fulton County Standards

Yes _____   No _____

Exceptions: Please explain any reason for not being able to comply with the County Standards stated in this Appendix.

EXHIBIT 3

FUNCTIONAL AND TECHNICAL REQUIREMENTS WORKSHEET

Vendor Instructions for Completing the Requirements Worksheets:

Introduction:		Fulton County has made every effort to develop a concise and inclusive list of requirements that will drive the selection and implementation of our new Public Safety Software system. We ask that all requirements be marked to insure proper credit. The Vendors may find some duplication in requirements, despite our efforts to avoid duplication.
General Instructions:	1	The Vendor **can only** enter information into cells that are shaded. All other cells are "locked" and the worksheet is "protected".
	2	To obtain credit for fulfilling a requirement, the vendor must enter a response in the "How Addressed by Vendor Solution" cell (Column "D") for that requirement. The response options are "Core", "Mod" (Modification), "W/A" (Work Around), and "N/I" (Not Included). See detailed explanations below.

Worksheet Columns:

Column "C" - Criticality	4	Provides the County's level of criticality, or value, for the associated requirement. Criticality Codes: M = Mandatory, C = Critical, H = Highly Desirable, and D = Desirable. These codes are used as a *significant* part of vendor response scoring. Requirements labeled as "M" carry a higher score value than "C". Requirements labeled as "C" carry a higher score value than "H". Requirements labeled as "H" carry a higher score value than "D".
NOTE:		***Please remember that the County reserves the right to disqualify a vendor if a significant number of Mandatory requirements are marked as "N/I", as stated in the body of the Request for Proposal.***
Column "D" - How Addressed by Vendor Solution	5	This column is used to indicate, via a code, how the related requirement (as described in column "B") is satisfied, or not, by the Vendor's proposed solution. The available codes for this entry are as follows:

Code	Description
Core	Requirement is fully and completely met by proposed system and can be demonstrated in the proposed software package.
Mod	Requirement will be provided by proposed modifications to the base software package in the total price proposed. These modifications will be maintained in the base software package in a future release within 6 months of the software package being implemented; and a walk-through of the future release can be provided.
Option	Requirement will be provided by a standard option. The cost of these options shall be provided in the cost section of the proposal.
Custom	Requirement will be provided by custom modifications not supported in future releases and the cost indicated separately.
Not Incl	Requirement cannot be provided.

Column "E" - Modification Hours	5.2	If the "Mod" option is chosen, the Vendor is indicating that the functionality is not currently included, but a solution "modification" will be made to address the requirement. ***The number of hours that will be charged to complete the requirement must be entered in column "E"(Mod Hours ?). If no entry is provided, the County will assume 0 (zero) hours will be charges to make the modification.***
	5.3	If the "Option" or "Custom" option is chosen, the vendor is indicating the requested functionality can be accomplished by the Solution in alternate manner. A full explanation of the "work-around" approach must be provided.
	5.4	If the "Not Incl" option is chosen, the vendor is indicating that the functionality is not currently included in the proposed solution, and no modification plans are in place or work-around available to address the functionality.
Column "F" - Vendor Comments and/or Explanations	6	The Vendor should include a description of any (Mod) modification, and must include a description of any (W/A) work-around approach in column "F". If an extended explanation is required, an "attachment" may be included in the RFP response with the attachment name provided in column "F" . Also, the cell may be used for any comments the Vendor wishes to provide.

Technical Requirements	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution	Mod Hours	Vendor Comments and/or explanations
	Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl		
REPORTING				
1 Ability to produce both standard and ad hoc system management reports, as well as allow for the use of standard query tools.	Mandatory			
2 New system management reports may be created without programmer intervention.	Desirable			
3 Solution reports may be scheduled to run at a specified time.	Highly Desired			
4 Reports, including but not limited to system management and user reports, may be run both on-demand and batched, with the ability to be scheduled to run.	Critical			
5 Ability to provide report restarts and printer configuration override.	Highly Desired			
6 The solution utilizes third-party reporting programs (including, but not limited to: Active Reports, Crystal Reports, SQL Server Reporting Services, etc.).	Critical			
7 The solution includes the use of notifications and alerts to inform certain users of the occurrence of certain configurable situations.	Highly Desired			
8 Reports and forms may be printed, saved to disk, faxed, or emailed without leaving the application.	Critical			
9 The proposed solution has a standard set of reports that are already programmed and ready to run.	Mandatory			
10 Standard reports can be sorted on any field included in report.	Critical			
11 Charts and graphs can be included in appropriately formatted reports.	Critical			
12 The use of digital signatures in forms and reports is supported by the application. (the digital representation of an actual hand-written signature by a specific individual)	Critical			
13 Ability to produce reports & forms in the following formats:				
13.1 Microsoft Excel®, xls, xlsx	Mandatory			
13.2 Microsoft Word®, doc, docx	Highly Desired			
13.3 .PDF	Mandatory			
13.4 .txt	Highly Desired			
13.5 Delimited text file	Highly Desired			
13.6 XML	Highly Desired			
14 Vendor provides for the ability to export data into an XML-formatted data file.	Critical			
15 Access to modules may be restricted by user or user groups.	Mandatory			
16 Reports may be customized on a per-user and per-department basis and are available along with the standard version of the report.	Desirable			
17 Reports, forms, and templates may be created or modified by authorized users without vendor assistance.	Critical			
18 Ability to produce reports using wildcard values (regular expression) criteria.	Highly Desired			
19 The solution provides the ability to produce ad hoc data listings and export to Excel or a delimited text file.	Critical			
TECHNICAL AND USER DOCUMENTATION				
20 Technical documentation that is available to the County includes the data element dictionary and all entity relationship diagrams.	Critical			
21 User documentation includes a descriptive narrative and screen prints for each business function/module in a "how-to" format.	Highly Desired			
22 User documentation is available on-line and in digital file format.	Critical			
23 User documentation includes information for all required data elements for each screen.	Critical			
24 Data entry requirements on each screen are visually represented for the user. (highlighted, bold, etc.)	Critical			
25 User documentation is available in the program, relevant to the screen and process that the user is currently working in.	Critical			
26 System displays cursor sensitive hint text that automatically changes as the user moves from field to field.	Highly Desired			
27 System displays cursor sensitive hint text that automatically changes as the user moves over control elements.	Highly Desired			
28 Release Notes must be supplied that document changes between version releases. These documents must be written in a fashion that is easily understandable by the end user.	Critical			
INTERFACES TO THIRD PARTIES				
29 The vendor allows the solution to be interfaced with third-parties.	Highly Desired			
30 The solution is structured such that it can be utilized by third-party software for interfacing with other systems.	Desirable			
SECURITY				
31 Solution requires both user ID and password to access Solution functionality.	Mandatory			
32 Solution password management functionality is "flexible" (authorized users are free to change passwords if desired.)	Mandatory			
33 Solution password configuration is "global" (password configurations extend to all modules on the Solution.)	Critical			
34 Solution password settings are "customizable". Authorized users are able to set the following for passwords as appropriate:				

	Technical Requirements	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution	Mod Hours	
		Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl		Vendor Comments and/or explanations
34.1	Length	Critical			
34.2	Complexity levels	Critical			
34.3	Expiration Period	Critical			
35	Solution passwords must be encrypted.	Mandatory			
36	Solution passwords are suppressed during entry (****** appear instead of the clear-text representation of the password when logging in.)	Mandatory			
37	Solution lock-outs are established for pre-defined number of failed login attempts.	Critical			
38	The solution provides a mechanism to allow users to reset their passwords without administrator's assistance.	Desirable			
39	Solution access is "role based" (templates are defined to grant access to individual users based upon their job descriptions.)	Critical			
40	System Access Administration is "manageable" (canned and customizable reporting is available to monitor user accounts.)	Desirable			
41	If solution uses SQL Server, does it refrain from granting any permissions to the Public entity?	Critical			
42	The solution offers security controls based on user roles. Please explain the levels of controls that can be established.	Mandatory			
43	The solution permits only authorized users to update drop-down table values.	Mandatory			
	AUDIT LOG				
44	The solution provides the capability for the County to turn on/off the auditing capabilities and tools.	Critical			
45	The solution allows for the configuration of which user-supplied entries constitute a departure from normal business rules, and allow the entering of a note to describe why there is a departure from procedure, with other associated information (including, but not limited to: who the user is, when the note was created, what computer host used when note was created, etc.).	Highly Desired			
46	The solution provides the ability to apply audit trail capabilities to data modified or deleted during the running of reports.	Critical			
47	The solution provides for the selective application of audit capabilities to specific data tables and/or columns.	Critical			
	USER HELP				
48	Help messages are customizable by authorized users.	Desirable			
49	Customized help messages are not overwritten when a new update is rolled out.	Desirable			
50	System provides help at the screen or field level without leaving the application, and automatically positions you in the help text for the current screen or field the user is on.	Desirable			
	SOLUTION SUPPORT				
51	Toll-free telephone support is provided for this product 24/7/365	Mandatory			
52	The help desk staff is dedicated to the proposed solution's software.	Mandatory			
53	Specialists are available for specific functions/modules for help desk issues.	Critical			
54	Access to an on-line system to track new and existing support tickets from customers, as well as display history on all support calls is provided.	Critical			
55	An escalation procedure is available for support calls such as a system down/production critical issues. Explain.	Mandatory			
56	On-site support is available.	Desirable			
56.1	Vendor hosts the following:				
56.2	User Group meetings	Desirable			
56.3	Conferences	Desirable			
56.4	Online forums	Highly Desired			
57	Upgrades and enhancements are included in the yearly maintenance fees.	Mandatory			
58	Upgrades and enhancements are performed by the vendor.	Highly Desired			
59	The vendor must supply all tools/applications/utilities required to properly maintain the proposed solution.	Mandatory			
60	The vendor must provide ongoing software maintenance, and new software releases periodically to meet all State and Federal requirements at no additional charge.	Mandatory			
	HARDWARE				
61	Supports standard Windows server architecture.	Mandatory			
62	The solution is licensed, certified, supported and maintained in a virtualized environment, specifically, with VMware Vsphere 4.1.	Mandatory			
63	All system related servers and associated components must be able to operate in a virtualized environment. (VMWare 5.1 and greater)	Mandatory			
64	System must be able to run on the current county standard of Windows Server 2008 R2.	Mandatory			
65	The system supports the display of any object on a VGA or better screen.	Mandatory			
66	Ability to support multiple standard iSCSI SANs.	Mandatory			
	SYSTEM DESIGN AND SOFTWARE				

	Technical Requirements	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution	Mod Hours	Vendor Comments and/or explanations
		Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl		
67	The system must support the ability to print and fax any object (bi-tonal, grayscale, and color) on existing Windows print or fax devices.	Highly Desired			
68	Ability to print to any printer attached to the network.	Mandatory			
69	The proposed solution uses the Windows standard solution for selecting a printer.	Mandatory			
70	Ability to print duplex documents.	Highly Desired			
71	The solution front end application runs on a Windows XP or Windows 7 (32 bit).	Mandatory			
72	System utilizes an industry standard relational database with robust administrative tools.	Mandatory			
73	Provision for multiple databases to allow for testing, training, etc., that co-reside and may be accessed simultaneously with productive use of production database.	Highly Desired			
74	Ability to provide for full backup and recovery in the case of any type of malfunction (hardware and/or software), with point-in-time recovery.	Critical			
75	Comprehensive edit controls at the field level so that incomplete or invalid data will be verified before allowing the user to continue.	Critical			
76	Software makes use of pop-up windows, drop down menus, radio buttons, and buttons to display list of values when entry is validated against a table.	Critical			
77	Provides text messaging capability within the application to allow users to communicate electronically and attach/link files.	Desirable			
78	Provides real-time notification to the user when a message has been received within the application.	Desirable			
79	Ability to create user defined menus (with Favorites) for each specific user or group of users.	Desirable			
80	The proposed solution supports the ability for user definition and maintenance of system values (i.e., drop-down lists), and rules without requiring programmer intervention.	Highly Desired			
81	Software customization by vendor does not affect use of subsequent patches/updates/revisions to the software.	Mandatory			
82	End user custom configurations are not affected by subsequent patches/updates/revisions to the software.	Critical			
83	The proposed solution has provision(s) for multiple databases to allow for testing, training, etc., that co-reside and may be accessed simultaneously with productive use of production database.	Mandatory			
84	The proposed solution provides for full backup and recovery in the case of any type of malfunction (hardware and/or software), with point-in-time recovery. Explain.	Mandatory			
85	Vendor(s) has the facilities to diagnose and maintain the application software and database remotely. (For example, VPN to the County network).	Mandatory			
86	Ability to centrally update client software from central server.	Desirable			
87	The proposed solution has internal document creation with automatic record attachment. (Example: Creation of associated document, and its automatic attachment in electronic form to the associated record.)	Highly Desired			
88	The solution is a client/server application or a hybrid between client/server and web-based. Explain, along with descriptions of any hybrid variations, including any software installs on any workstations that are needed to run the solution.	Highly Desired			
89	If software requires any programs/scripts/applets/etc. to be installed on the client, do you provide scripts for silent installs?	Desirable			
90	If solution requires any programs to be installed on the workstation, can the applications be installed without requiring elevated privileges (including, but not limited to local administrator rights) on the workstation to run the software or perform any updates that are part of the normal user experience?	Critical			
91	All subsequent updates to the solution (database structure, programs, parameter files, and any other application, utility or component used in the production solution) will be placed in escrow within 30 days of general release.	Critical			
92	The solution data is available to the county after solution retirement. Explain.	Critical			
93	The solution is licensed, supported and maintained if implemented in a virtualized environment, specifically, with VMware Vsphere 4.1.	Critical			
94	To ensure integrity of data entry and processes, the solution provides processes/tools/automated-procedures that include the capability to check for and report immediately (as user is attempting to enter the information) on missing values, invalid data values, invalid entries according to application logic or business rules (examples: specific order of record creation, only values in a configurable list).	Mandatory			
95	The solution provides tools to convert existing data from any legacy system(s) to the new solution. Explain.	Critical			
96	The vendor is responsible for converting data from any intermediate data stores to the production solution. Explain.	Desirable			
97	Multiple data conversion run-throughs are provided for in the proposal. How many? Explain.	Mandatory			
98	Excluding complete system maintenance activities, the system can be available 24 hours a day.	Mandatory			
99	Solution allows multiple screens to be open simultaneously within the same application session.	Critical			
	DATA CONVERSION PROCESS				

	Technical Requirements	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution	Mod Hours	Vendor Comments and/or explanations
		Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl		
100	Tools included to upload data from flat files into the application database with automatic logging/edit capability to checking for missing values, bad data types and the like for data conversion purposes.	Highly Desired			

Computer Aided Dispatch	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution		
	Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl	Mod Hours	Vendor Comments and/or explanations
1 The CAD system must utilize a Microsoft Windows server operating software.	Mandatory			
2 The CAD system must utilize Microsoft SQL database software.	Mandatory			
3 The CAD system must utilize Microsoft Windows client software.	Mandatory			
4 The CAD system must be capable of achieving 99.999% availability	Mandatory			
5 Database backups must be performed online without DBMS downtime	Mandatory			
6 Data stored within the RDBMS must be secured.	Mandatory			
7 The CAD system must support database concurrency.	Mandatory			
8 The CAD system must support database replication.	Mandatory			
9 The CAD system must record all database changes as well as other events in the system that may not result in a database change. Every change to the data within the database must be recorded in the Auditing or Event Logging System.	Mandatory			
10 The CAD system must provide a customer configurable password management system. Passwords must be configured for expiration, minimum length, character types and numbers.	Mandatory			
11 The system must include a browser based administration tool for all configuration and provisioning activity.	Mandatory			
12 The CAD application must use standard Windows printing and not require special print functions	Mandatory			
13 The server configurations should provide redundant geographic data in support of Disaster Recovery.	Mandatory			
SYSTEM				
14 The system shall be highly-configurable by non-technical end-users, to allow the system to meet most agency technical, operational and functional specifications **without** major software development or hard-coding of parameters by technical personnel.	Mandatory			
15 The CAD command identifiers and the order in which they are entered shall be customizable by the agency	Mandatory			
16 The CAD commands shall allow certain parameters to have default values	Mandatory			
17 The system shall include commonly used pre-defined reports and an ah-hoc report writing tool.	Mandatory			
DATABASE				
18 The systems configuration database rules shall be highly user configurable allowing each user agency to define separate parameters.	Mandatory			
19 The system shall provide a logging feature that logs adds, changes and/or deletes to any configuration item.	Mandatory			
20 The CAD database shall process data in real time. This means any parameter change or database change is done while the system is on-line. For instance, if a user agency wanted to add a new status code to track a unit's administrative time spent at "Court", they can do this while the CAD is in-use. The parameter change takes effect upon the next auto synchronization or on a manual synchronization request.	Mandatory			
21 Configuration changes shall not require a shutdown or logoff of the system or the CAD client workstations.	Mandatory			
USER INTERFACE				
22 CAD shall provide the user with a highly integrated set of application modules offering a consistent user interface in order to minimize user training and system administration.	Mandatory			
23 The system shall provide user interfaces, meaning command line and forms in support of the following modules and interfaces:				
- Security	Mandatory			
- Incident Management	Mandatory			
- Unit Management	Mandatory			
- Status Monitors	Mandatory			
- Contractor Rotation	Mandatory			
- Email	Mandatory			
- Location and mapping	Mandatory			
- Toning and Paging	Mandatory			
- Radio interface	Mandatory			
- External System Interfaces	Mandatory			
24 CAD shall provide command line as well as screens forms for user entry.	Mandatory			
25 The user interfaces shall use Microsoft GUI (Graphical User Interface) standards to create an application that is easy to use.	Mandatory			

Computer Aided Dispatch	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution	Mod Hours	Vendor Comments and/or explanations
	Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl		
26	CAD shall allow tasks to be entered by keystroke and/or mouse action. However, the system shall allow all dispatch commands to be initiated by keystroke only if desired	Mandatory			
27	All commands shall be entered in a user defined order without the need for special command identifiers. For instance, a command to enroute a unit might be entered in as 1A11 EN. Where 1A11 is the unit ID and EN is the user defined status for enroute.	Mandatory			
28	The user shall be able to enter a command on the command line without disturbing operations in the work areas.	Mandatory			
29	The system shall utilize an "intelligent command line" such that it will prompt the user for valid formatting of the command.	Mandatory			
30	CAD shall provide standard GUI items like drop down menus to make selection easier for frequently used fields such as incident types, disposition codes, agency IDs.	Mandatory			
31	CAD shall support pre-fill fields in appropriate pre-formatted screens, eliminating redundant data entry. For instance, a specific agency might want the city field to be always filled in.	Mandatory			
32	Quick entry methods shall minimize the keystrokes required to perform incident initiation, incident dispatch, and unit status changes.	Mandatory			
33	CAD shall provide the user with standard editing capabilities.	Mandatory			
34	Users shall have the ability to move forward and backward to complete data fields.	Mandatory			
35	Users shall be able to correct command line errors using edit keys and resubmit the command without having to put the cursor at the end of the command.	Mandatory			
36	CAD shall provide the user with standard form navigation.	Mandatory			
37	The cursor shall return to the first position of the first field following completion of a command line function.	Mandatory			
38	The CAD user interface shall provide the ability to handle the variety of transactions that a dispatcher must handle almost simultaneously.	Mandatory			
39	The CAD work areas shall operate independently--a command or function in one area should not disturb the command or function in the other area.	Mandatory			
40	The CAD system shall support multiple command lines.	Mandatory			
41	The CAD system shall support multiple work areas. For instance, the calltaker should be able to have two or more incident initiation forms displayed at the same time.	Mandatory			
42	CAD shall support a split screen capability that provides the display and use of multiple separate work areas and command lines on a single or multiple monitors. These work areas shall operate independently and allow the user to perform the same or separate functions from each area.	Mandatory			
43	The user shall be able to move easily from one work area to the other via the mouse or keyboard.	Mandatory			
44	CAD shall allow multiple CAD functions to be in progress at the same time.	Mandatory			
45	CAD shall allow the user to enter a command, then move to another work area or command line and submit another transaction, then return to the previous function and resume where they left off	Mandatory			
46	CAD shall have available formatted screens for initiating database inquiries.	Mandatory			
CAPACITY AND PERFORMANCE				
47	The CAD system shall be up 99.999% of the time.	Mandatory			
48	CAD response time shall be under the GUI standard of 2 seconds unless the operation is external to CAD and, therefore, uncontrollable by CAD.	Mandatory			
49	CAD shall provide the ability for supervisors to monitor and control other positions without degradation of system performance.	Mandatory			
50	CAD shall support cross-node synchronization for disaster recovery.	Mandatory			
ERROR HANDLING				
51	CAD shall handle errors in a consistent manner with the display of a message that indicates the problem.	Mandatory			
52	CAD shall provide editing capabilities for correction of errors.	Mandatory			
GEOFILE AND ADDRESS VERIFICATION				
53	Ability to update the "live" CAD system with the new geographic file without system downtime or degradation	Mandatory			
54	Ability to maintain a geographic database which includes:				
	Street records (high, low, cross-streets)	Mandatory			
	Common place names	Mandatory			
	Aliases	Mandatory			
	Intersections	Mandatory			
	Latitude/longitude or state plane coordinates	Mandatory			
	Map references (zone, grid)	Mandatory			
	Jurisdiction	Mandatory			

Computer Aided Dispatch	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution	Mod Hours	Vendor Comments and/or explanations
	Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl		
Geographic service area boundaries (e.g., patrol beat, sub beat)	Mandatory			
Zip code	Mandatory			
Sub-division names	Mandatory			
Park names	Mandatory			
School names	Mandatory			
55 Ability to validate all location entries against a master geofile	Mandatory			
56 Ability to support the following location entries:				
Exact address (including ½ addresses)	Mandatory			
Apartment number (e.g., ½, #5, 2D, D2)	Mandatory			
Apartment building name or number	Mandatory			
Block range	Mandatory			
Street name	Mandatory			
Common place name	Mandatory			
City	Mandatory			
Intersections	Mandatory			
Partially spelled or misspelled street names	Mandatory			
Street alias	Mandatory			
Street abbreviation	Mandatory			
Limited access roadways and highways	Mandatory			
Mile marker locations	Mandatory			
Lake Buoy Markers and Identifiers	Mandatory			
57 Ability to enter a valid street name and be presented with a list of cross streets and associated address ranges	Mandatory			
58 Ability to enter a partial street name and be presented with a list of possible matches	Mandatory			
59 Ability to enter a misspelled street name and be presented with a list of possible matches	Mandatory			
60 Ability to enter a unique building and unit number to clearly identify the location (e.g., 100 Marshal ST, Bldg. 5, Unit 13)	Mandatory			
61 Ability to enter common street alias and abbreviations instead of the actual street name (i.e. MLK for Martin Luther King Blvd.)	Mandatory			
62 Ability to override geofile by entering valid response area data	Mandatory			
63 Ability to override geofile for addresses outside the City limits	Mandatory			
64 Ability to generate a report of geofile overrides including all data, operator ID, date, time, operator position	Mandatory			
65 Ability to display geofile data when location is validated, including:				
High and low cross streets	Mandatory			
City	Mandatory			
Neighborhood	Mandatory			
Common place or business name	Mandatory			
Response area	Mandatory			
Map page	Mandatory			
Premise warnings or hazards by exact address	Mandatory			
Premise warnings or hazards within a configurable radius	Mandatory			
Prior incidents at exact address within a configurable period of time	Mandatory			
66 Intersections maybe entered in any order (i.e. Main/1st or 1st/Main). The order of the entry shall not be altered. For example, if the user entered Main/1st, the CAD shall not convert the entry to 1st/main.	Mandatory			
67 The CAD system shall be able to verify an address by a street address (e.g., entering "100 S" would display all streets that have a 100 block and that start with "S").	Mandatory			
68 The CAD system must be configurable to allow entry of an address by a common place (e.g., entering "L" would display all common places that start with "L").	Mandatory			
69 The CAD system shall allow the user to choose to bypass an unverifiable location to a valid location for purposes of jurisdictional assignment	Mandatory			
70 If the location is bypassed to another valid location, the system shall keep the unverified location as the Incident Location and note the location used for verification as a note in the Incident History	Mandatory			
71 The system shall allow the agency to be able to configure whether non-verified locations shall be flagged.	Mandatory			
72 Ability to display the incident location in relation to other active incidents on the map during the incident entry process	Mandatory			
INCIDENT CREATION				

	Computer Aided Dispatch	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution		
		Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl	Mod Hours	Vendor Comments and/or explanations
73	The CAD system shall record the information about an emergency call as an incident that can be initiated, dispatched, displayed, updated, and closed.	Mandatory			
74	The CAD system shall support:				
	- Combined call taker/dispatcher functions at a single workstation.	Mandatory			
	- Separate call taker/dispatcher functions at separate workstations.	Mandatory			
75	The CAD system shall have the ability to record information as an incident at the time of initiation.	Mandatory			
76	The system shall allow for entry of an Incident location, caller location and a location description, all in separate fields.	Mandatory			
77	The system's location description field should be free-form.	Mandatory			
78	The Incident Location and Caller Location should be validated against the geodatabase	Mandatory			
79	The CAD system shall indicate, as part of the incident, whether the default priority was overridden by the operator at initiation.	Mandatory			
80	The CAD system shall support the ability to add unlimited dispositions per incident.	Mandatory			
81	When closing an incident, the system should allow for the addition of narrative/comments and a closing disposition in the same string of information.	Mandatory			
82	The system should support a field to indicate additional circumstances that effect the response recommendations for the incident.	Mandatory			
83	- this should be an optional field for the user to complete which allows additional information about the incident type, such as weapon involved, suspect being held, shot fired, that further classify the response.	Mandatory			
84	The CAD system shall have the ability to allow a user to enter a date and time and schedule the incident for a future date/time.	Mandatory			
85	The CAD system shall assign a unique incident number to each incident.	Mandatory			
86	Each agency may define the fiscal reset date for the incident number.	Mandatory			
87	Incident numbering formats shall be user-defined. For instance, one agency might want the incident number formatted as "year-month-day-sequence number" and another agency might want "day-sequence number".	Mandatory			
88	The incident number shall have the ability to support the Julian Date in the format.	Mandatory			
89	The incident record shall track the source of the call (e.g., public-initiated, seven-digit, field-initiated).	Mandatory			
90	The system shall automatically detect and assign the appropriate source of the call for the following instances:				
	- 911 call	Mandatory			
	- Field initiated incident	Mandatory			
	- MDT initiated incident	Mandatory			
	- Alarm interface	Mandatory			
	- default value if none of the above is detected shall be a non-emergency phone request	Mandatory			
91	The system shall support the creation and assignment of user defined sources of the call.	Mandatory			
92	The CAD system shall support field-initiated incidents from both a user and mobile data entry.	Mandatory			
93	The CAD system shall have the ability to receive calls and initiate incidents from Enhanced 9-1-1 (E911) or Phase II-compliant mobile telephones. The CAD system shall auto-populate E911 or Phase II ANI/ALI information into specified fields on the incident initiation form.	Mandatory			
94	CAD shall automatically transfer the ALI reporting party location field into the incident location field on the incident initiation form if the user does not enter an incident location.	Mandatory			
95	The CAD system shall have the ability to receive calls and initiate incidents from regular 7- or 10-digit calls.	Mandatory			
96	The CAD system shall have the ability to receive calls and initiate incidents from an investigations request, from the field, and from the TDD emulator.	Mandatory			
97	The call taker shall have the option of automatically attaching the content of the TDD conversation to a CAD system incident.	Mandatory			
98	The CAD system shall support the definition of an unlimited number of incident types in the incident type database.	Mandatory			
99	The incident type field shall be a minimum of six characters in length.	Mandatory			
100	The CAD system shall afford the user the ability to select an incident type from a drop-down menu available from the initiation form.	Mandatory			
101	The CAD system shall provide a pick list of incident type codes in the event that the system cannot locate the entered incident type in the incident type database.	Mandatory			
102	The operator may enter the incident priority; otherwise, the CAD system shall automatically enter the user-defined priority for the incident type.	Mandatory			

	Computer Aided Dispatch	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution		
		Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl	Mod Hours	Vendor Comments and/or explanations
103	The CAD system shall allow the incident type configuration to specify that only certain dispositions are valid for a specific incident type.	Mandatory			
104	The system's ability to create an incident type shall be based on administrative rights.	Mandatory			
105	If an address is validated, the CAD system shall automate checks and flag for previous incidents that have occurred at the location. If present, previous incidents must display in a separate work area so as not interrupt the Incident workflow.	Mandatory			
106	If persons or vehicles are entered as part of an Incident, the system must do a Previous Person and Previous Vehicle search and present them to the operator in the same manner as previous incidents.	Mandatory			
107	Authorized users shall have the ability to enter addresses into an address alert file. If a new incident is created and a match is found in the address alert file, the dispatcher shall be notified and be able to view the alert information.	Mandatory			
108	CAD shall support multiple user defined premise information databases that are automatically searched and flagged for the operator anytime the incident is displayed.	Mandatory			
109	The premise records shall be user defined searches by distance in feet for each type or premise record. For instance, a 1000-foot search for police premise, a 500-foot search for inoperable hydrants, a 1500-foot search for street closures.	Mandatory			
110	The flags that indicate the existence of premise information shall differentiate between an exact or in-the-area hit at the incident location	Mandatory			
111	The creation of Premise records shall be supported from within CAD clients by authorized users.	Mandatory			
112	The system shall support the ability to graphically display on the mapping application premise information via a single map click	Mandatory			
113	Premise records shall support the assignment of attachments to each premise record (i.e. such as a .pdf, .jpeg, .xls).	Mandatory			
114	The system shall support the ability to automatically record in the incident when a user views the premise warning or hazard information	Mandatory			
115	The CAD system shall maintain an Incident History (including user name and ID) on each incident and subsequent updates, including changes made to primary fields such as address and telephone number.	Mandatory			
116	The CAD system shall provide the ability to display the Incident History on open and closed incidents.	Mandatory			
117	The CAD system shall be capable of printing any incident, whether the incident is open or closed.	Mandatory			
118	The CAD system shall provide subcomponents of an address (suite, front/rear, etc.).	Mandatory			
119	When a partial location is entered, the CAD system shall allow the user to view information about a location in a separate work area, without interruption of data entry in the Primary Work area.	Mandatory			
120	The CAD system shall allow the user to select the correct match from the list of possible address matches without having to retype the address.	Mandatory			
121	The CAD system shall allow the user to page to subsequent screens to view all available information about a location.	Mandatory			
122	After an address has been selected, if a common place record exists at the exact address, the CAD system shall allow the user to optionally select a common place match.	Mandatory			
123	The CAD system shall have the ability to provide detailed information on any option returned on the verification form, including displaying cross streets, premise information and response information.	Mandatory			
124	Once the location has been verified, the CAD system shall perform a check for duplicate incidents.	Mandatory			
125	The CAD system shall check incidents for duplicate calls based on a true radius search in a user-definable distance from a coordinate in the geographic area of the incident being initiated. Using predefined grids or artificial boundaries associated with tabular geofile databases is not acceptable.	Mandatory			
126	The CAD system shall have the option of searching closed as well as open calls for a duplicate check.	Mandatory			
127	The CAD system shall display potential duplicate incidents as not to cover the Incident form or interrupt the Incident workflow	Mandatory			
128	Ability to immediately display potential duplicate incident information during the incident entry process	Mandatory			
129	Ability to prompt operator to verify creation of another incident or to add supplemental information to an existing incident	Mandatory			
130	The CAD system shall automatically generate:				
	- A unique incident number.	Mandatory			
	- Geographic location information (e.g., reporting area, zone, city, county).	Mandatory			
	- Date and time the incident was initiated.	Mandatory			

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- ID or Badge Number of the operator who initiated the incident.	Mandatory			
- ID of the workstation on which the incident was initiated.	Mandatory			
- Incident priority based on incident type and/or special circumstances	Mandatory			
- Queries against the incident address, persons, and vehicles per the agencies configuration	Mandatory			
131 Incident initiation form must include the following:				
- Caller's name.	Mandatory			
- Caller's location.	Mandatory			
- Caller's telephone number.	Mandatory			
- In front of or At Location Flag	Mandatory			
- Location description	Mandatory			
- Separate fields for Latitude and Longitude	Mandatory			
- Incident location.	Mandatory			
132 The CAD system shall support creating multiple copies of an incident for the same agency based on Incident Type for the purposes of routing the same incident to multiple users within agencies to allow each copy to be managed individually.	Mandatory			
133 Each copy of the incident shall have the same incident number with a unique copy identifier	Mandatory			
134 Each copy of the incident may be dispatched, updated and closed, without impacting the other copies.	Mandatory			
135 The Incident shall have a consolidated view of all copies from within any incident form	Mandatory			
136 The CAD system shall support an intelligent work assist area that displays information relating to what the operator is doing in the Incident form area of the application	Mandatory			
137 It shall be possible to navigate a work assist area with a keyboard, without interrupting the Incident information in the form	Mandatory			
138 The CAD system shall support incident creation from the command line, creation form, and from the mapping application via a point-and-click or drag-and-drop method.	Mandatory			
139 The CAD system shall be able to support multi-jurisdictional incidents and assign a unique incident number sequence to each.	Mandatory			
140 The CAD system shall support the generation of multiple agency incidents for a single incident initiation (e.g., law, fire, EMS). Each agency shall have control of its own databases, resources, procedures, and case numbers.	Mandatory			
141 The CAD system shall allow incidents to be associated automatically (if configured by call type) at initiation, or users can manually associate incidents by use of a command.	Mandatory			
142 Agencies shall define by incident type the incidents that shall require the response of more than one agency.	Mandatory			
143 Associated incidents will be clearly denoted to indicate that there are other agencies responding. For instance, when a Fire incident is displayed, if there is an associated Police or EMS incident, the corresponding incident number shall be displayed.	Mandatory			
144 The CAD system shall have the ability to notify associated incidents when updates are made to any other associated incident.	Mandatory			
145 The system shall allow the dispatcher to designate the agency and the geographic area that will receive the incident during the cloning process.	Mandatory			
146 Each cloned incident shall have its own incident number.	Mandatory			
147 The initiation process shall not allow a user to clear an initiation screen in progress without a user warning.	Mandatory			
148 Once a location has been verified and checked for duplicates, the CAD system shall automatically route the incident to the proper user position(s).	Mandatory			
149 Incident routing shall be based on the incident location (i.e., zone, city, county, User ID).	Mandatory			
150 The system shall not limit the number of users that can review and update a single incident at the same time	Mandatory			
151 CAD shall allow the transfer of pending incidents from one dispatcher to another.	Mandatory			
152 The CAD system shall be able to retrieve pending incidents or closed incidents if new information has been discovered for dispatch.	Mandatory			
153 The calltaker shall have the ability to override the automatic system routing.	Mandatory			
154 The system shall have the ability for the calltaker to handle the initial dispatch of high priority incidents with notification to the responsible dispatcher.	Mandatory			
155 The CAD system shall provide for a minimum of five priority levels (numbered 1 through 5) for the purpose of assigning priority levels to incident types. Priority levels shall be system-assigned based on incident type but may be overridden by personnel a incident creation.	Mandatory			

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	Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl	Mod Hours	Vendor Comments and/or explanations
156	CAD shall provide the means to track race/ethnicity; sex; age; probable cause; arrests; citations; whether or not searches were conducted on the vehicle, driver, and/or passenger(s); and if contraband was discovered.	Mandatory			
157	- This data can be entered by any authorized user from the Vehicle or Persons screens whether on the CAD client or on the mobile client.	Mandatory			
158	The CAD system shall support an expandable comments field that dynamically grows if more text is entered than can be displayed on the screen.	Mandatory			
159	CAD, shall provide the calltaker an interface with Priority Dispatch's EMD, EFD, and EPD products that allows call-takers to move within the protocol "cards" and provide the most appropriate instruction over the phone based on answers provided by the caller.	Mandatory			
160	Responses to the Priority Dispatch program should be captured in the comments or audit trail of the event.	Mandatory			
INCIDENT DISPATCH				
161	CAD shall route an incident based on the agency, type of incident, and its location. From this information, CAD determines the proper jurisdiction and agency. The incident is then routed to the appropriate position(s) covering the area that the incident resides in.	Mandatory			
162	CAD shall be able to route to all positions signed on to cover the area of response, or positions covering the override area. More than one dispatcher, as well as supervisors, must be able to monitor the various activity or calls at any time.	Mandatory			
163	A function key shall be used to dispatch a unit or units to an incident when the specified incident number and unit or unit ID's are typed on the command line.	Mandatory			
164	A function key shall be used to retrieve the oldest, highest-priority incident in the user's pending queue and display the dispatch recommendation form.	Mandatory			
165	An Incident Dispatch form shall provide the means to display and dispatch recommended units.	Mandatory			
166	The CAD system shall support the ability to dispatch additional units to an incident from the command line, and incident dispatch form, or using drag and drop functionality.	Mandatory			
167	The dispatch recommendation shall be configurable to display both available and unavailable units in the response area of the incident. Unavailable units shall be highlighted with an identifier or by color-coding to indicate that they are busy but recommendable. The CAD system shall allow the dispatch recommendation feature to be disabled system-wide, if an agency chooses not to use it	Mandatory			
168	If the dispatch recommendation is acceptable, the units should be able to be dispatched with a single keystroke.	Mandatory			
169	The dispatcher shall be able to override the system's unit recommendation.	Mandatory			
170	Only units on duty shall be recommended for dispatch.	Mandatory			
171	The CAD system shall support alternate dispatch recommendations for different types of crisis modes (severe weather, special events, etc.).	Mandatory			
172	The CAD system shall log the recommendation displayed for the user in the incident's history.	Mandatory			
173	Units recommended for an incident shall be based on the geographic area of the incident, the incident type, and the units' capabilities.	Mandatory			
174	If AVL is available, the dispatcher shall have the option of using an AVL (closest unit) recommendation or a geographic area recommendation.	Mandatory			
175	Units recommended for fire and EMS incidents shall be based on the location of the incident, the incident type, the fire zone, any known premise information, and the capabilities of both the apparatus and the staff.	Mandatory			
176	There shall be no limit to the number of units that may be dispatched to an incident. The CAD system shall track all the units individually.	Mandatory			
177	It shall be possible to dispatch a responding unit to another incident of higher priority. The CAD system shall have the option of either allowing the original incident to drop into a configurable call "stack" or have the original incident return to a pending status. If sent to a pending status, the incident shall be flagged, indicating that it was previously dispatched.	Mandatory			
178	The CAD system shall be able to return the freed incident to the pending queue with minimal user intervention.	Mandatory			
179	Users shall have the ability to dispatch multiple units to a single incident simultaneously from the command line.	Mandatory			
180	If more than one unit is assigned to an incident at one time, the first unit shall be designated as the primary unit and any additional units as backups.	Mandatory			
181	Optionally, the system should allow the user to assign a specific unit as the primary unit.	Mandatory			
182	Units may be "pre-assigned" to incidents. When a unit clears its assignment, it may automatically dispatched to the next "pre-assigned" incident.	Mandatory			

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		Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl		
183	The CAD system shall record intermediate stops made by a unit en route to another call for service.	Mandatory			
184	The CAD system should allow off-duty units to be placed on duty and their status tracked for off duty employment	Mandatory			
185	The CAD system shall have the ability to display and update incident information. There shall be no limit to the number of authorized users that may review or update the same incident.	Mandatory			
186	The CAD system shall allow an unlimited number of updates and comments to each incident.	Mandatory			
187	The CAD system shall support a feature to alert the user when supplemental information is added to an incident, without requiring user action. The alert can then be cleared by the user after reviewing the update.	Mandatory			
188	Users and other authorized staff shall be able to add comments to any incident record, including closed incidents.	Mandatory			
189	The CAD system shall maintain timers for each incident and alert the user if the incident has "timed out." Timers are based on the priority of the incident. Pending incidents are timed by the priority of the incident. Timers shall be configurable by the System Administrator.	Mandatory			
190	The CAD system shall support a function to reset timers for incidents that have timed out.	Mandatory			
191	The CAD system shall record in Incident History time-out and the time-out reset	Mandatory			
192	The CAD system users shall be able to recall incidents for review, enter update information, or dispatch additional units.	Mandatory			
193	The system should allow an incident to be displayed or updated by entering either the fewest number of significant digits or the unit ID of any unit assigned to the incident.	Mandatory			
194	The CAD system shall support incident recall using either the command line or preformatted screen.	Mandatory			
195	All incident search results shall be able to be sent to the printer.	Mandatory			
196	The CAD system shall be able to clear all units from an incident at closure and assign a final disposition code.	Mandatory			
197	The CAD system shall respond to the initial dispatch by:				
	- Automatically assigning the dispatched units to the incident.	Mandatory			
	- Automatically removing the incident from the pending queue.	Mandatory			
	- Automatically updating the incident in the incident status display.	Mandatory			
	- Automatically starting the status timers for the dispatched units.	Mandatory			
	- Automatically logging the dispatches in the incident history.	Mandatory			
	- Automatically stamping time, operator, and position for all actions.	Mandatory			
198	Incident searches should be performed interactively using:				
	- Incident number.	Mandatory			
	- Range of dates.	Mandatory			
	- Range of times.	Mandatory			
	- Geographical area or radius from a specific location.	Mandatory			
	- Incident type.	Mandatory			
	- Assigned unit.	Mandatory			
	- Assigned trooper.	Mandatory			
	- Disposition.	Mandatory			
	- Call taker ID.	Mandatory			
	- user ID.	Mandatory			
199	The CAD system shall allow the call taker to dispatch the call based on the CAD system/AVL unit recommendation.	Mandatory			
200	The system shall be highly configurable and must support:				
	- Agency-defined response zones/beats/boxes	Mandatory			
	- Agency-defined station order responses	Mandatory			
	- Agency-defined responses	Mandatory			
	- Agency-defined location or premise classifications	Mandatory			
	- Agency-defined equipment or apparatus types	Mandatory			
201	First responder recommendations shall be configurable within the CAD system.	Mandatory			
202	The system shall include the ability to configure and designate mutual aid responses.	Mandatory			
203	Special equipment requests shall be configurable based on response and incident type.	Mandatory			
204	Special equipment requests shall be designated with the Incident Dispatch function to support on-the-fly requests from the field.	Mandatory			
205	CAD shall support a feature to handle a temporary change of quarters for Fire/EMS units to cover for a station that is low on resources.	Mandatory			

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206	Fire units put into a covering status shall be recommended from the station for which they are covering.	Mandatory			
207	The CAD system shall allow supervisors to view all pending incidents system wide	Mandatory			
208	For traffic stops, entering the Unit ID should auto-populate other relevant data (officer badge number, etc.).	Mandatory			
209	With a license plate and/or name entered into the proper fields of an incident, or from the command line, the CAD system should have the ability to perform automatic RMS/NCIC queries on the information.	Mandatory			
210	The system should be able to scan returned queries, highlighting certain key words for the dispatcher (e.g., "wanted person," "stolen vehicle") capable of being modified by authorized personnel.	Mandatory			
211	The results of any query made through The CAD system shall be attachable to the CAD system incident.	Mandatory			
212	Personnel shall have the ability to transfer a created incident from one area to another.	Mandatory			
213	The user shall have the option of assigning a different disposition to each unit clearing an incident.	Mandatory			
214	The CAD system shall allow "incident close" and "unit clear" commands. For example, the incident close command would close out the incident with a single disposition, regardless of how many units were on the assignment. The unit clear command would only clear the unit specified in the command from the incident. Once the last unit has been cleared from the incident, the incident would close. This would allow dispatchers to clear individual units from the incident yet keep the incident open should other units still be working on it.	Mandatory			
215	Incidents should automatically route to the proper area based on a verified address.	Mandatory			
216	The CAD system shall have the ability to send updated incident information to a mobile device as soon as the incident is updated, and vice versa.	Mandatory			
217	The CAD system shall have the ability to assign stacked or pending calls to a zone and not just a unit or officer.	Mandatory			
218	The CAD Command Line shall support prompting the user for the next parameter required for each command. Users shall be able to turn this feature on and off.	Mandatory			
219	If more information is entered on the Command Line than can be displayed on a single line, the command line must wrap to display the entire string while typing.	Mandatory			
UNIT					
220	The CAD system shall have the ability to track units through status changes.	Mandatory			
221	The CAD system shall support a central unit table for the creation of Unit IDs	Mandatory			
222	The CAD system shall have the ability to assign capabilities to units for dispatch recommendation purposes.	Mandatory			
223	Users shall have the ability to update a unit's functionality in real time by either adding or removing capabilities.	Mandatory			
224	The system should allow units assigned to an incident to be updated with a location other than the location of the incident without affecting the original incident location. An audit record (including time of change) should be written to the incident.	Mandatory			
225	The CAD system shall allow comment information to be entered during unit status updates. This comment information shall be logged in the unit history and in the incident record if the unit is assigned to an incident.	Mandatory			
226	Unit status should be capable of being updated using a command, form, Mobile, mouse action, or function key.	Mandatory			
227	The user shall have the ability to transfer units from one geographic area to another.	Mandatory			
228	The CAD system shall allow dispatching and tracking of multiple units or changing multiple unit statuses at the same time.	Mandatory			
229	The CAD system shall allow the user agency to define the following types of unit status parameters:				
	- Special status colors.	Mandatory			
	- Allowing a unit to be available for dispatch while in a status.	Mandatory			
	- Allowing a unit to be available for recommendation while in a status.	Mandatory			
	- Time allowed in a status.	Mandatory			
	- status code	Mandatory			
230	The CAD system shall track time in status for each unit separately and shall allow each unit to be dynamically assigned different time-out values. The CAD system shall alert the user when each unit has timed out.	Mandatory			
231	When a unit is put into a status, the CAD system shall assign a default timer defined for each status.	Mandatory			

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232	The CAD system shall support a function to reset timers for units that have timed out.	Mandatory			
233	The CAD system shall support a function that allows unit timers to be reset to a default value for a given status.	Mandatory			
234	The CAD system shall support a function that allows unit timers to be set automatically based upon not only the status but also the priority of the incident to which units are responding. For example, an en route time to a low-priority incident has more allowable time than en route time to a high-priority incident.	Mandatory			
235	The CAD system shall allow an assigned unit to be exchanged for another unit.	Mandatory			
236	The CAD system shall allow units to be placed on duty from a preformatted screen or command line.	Mandatory			
237	The on-duty entry should include assignment.	Mandatory			
238	Users shall have the ability to make changes in the on-duty unit status.	Mandatory			
239	The name of a ride-along should be capable of being entered at unit sign-on. Multiple rider names can be added to a unit.	Mandatory			
240	The CAD system should have the ability to assign vehicles to individual officers and maintain that vehicle assignment through shift changes.	Mandatory			
241	If an ID number being assigned to a unit already has an assignment, then the CAD system shall prompt the user to either change the badge number to the new assignment or maintain the old assignment.	Mandatory			
242	When an assignment is closed, the CAD system shall maintain the officer ID number(s) associated with the assignment for audit purposes.	Mandatory			
243	The CAD system shall provide a means to schedule groups of units to bring on duty at the same time.	Mandatory			
244	Special equipment or response capabilities (including but not limited to shotgun, pro2, MAV, sponge gun, bean bag, etc.).	Mandatory			
245	Ability to upload shift/roster information to CAD based on scheduled shift start time	Mandatory			
246	Ability to modify shift/roster information up to scheduled shift start time	Mandatory			
247	The CAD system shall support the creation of Unit Groups for messaging and status changes.	Mandatory			
248	The CAD system shall support a temporary unit feature (with a minimum six-character unit number), allowing units that are not predefined in the system or not on duty to be placed on duty and dispatched via a single function by the system administrator.	Mandatory			
249	Once the units complete the activity, they should be automatically taken out of service and removed from the system.	Mandatory			
250	The system shall display area-specific units separately from roaming units.	Mandatory			
251	Authorized users shall have the ability to add units to the master units table. At minimum, a master unit record shall support the following fields: eight-character unit number, area designation, zone designation, and unit type (one-officer, two-officer, two-investigator, etc.).	Mandatory			
MESSAGING					
252	The CAD System shall have the ability to send and receive messages to:				
	- Personnel.	Mandatory			
	- Workstations.	Mandatory			
	- Predefined groups (all users, all personnel in zone, etc.).	Mandatory			
	- Any combination of user-defined groups, such as personnel, workstations, and MDCs.	Mandatory			
253	The CAD System shall have the ability to send messages to either individuals or specific devices.	Mandatory			
254	The messaging system shall be an internal part of the CAD system.	Mandatory			
255	The CAD System shall support the creation of dynamic messaging groups (i.e., when users sign on, the system shall determine what groups they are members of, based on rules that are managed by the system administrator).	Mandatory			
256	The CAD System should have the ability to send notification and recurring messages. Messages should be able to be defined for sending a prescribed number of times per hour, day, week, or month.	Mandatory			
257	The CAD System shall support unlimited logging of messages.	Mandatory			
258	The CAD System messaging shall support the ability for users to:				
	- Create free-form messages.	Mandatory			
	- Display messages via a single command	Mandatory			
	- Have audible and visual signaling of received messages.	Mandatory			
	- Forward, reply to, and delete messages.	Mandatory			
	- Send priority messages.	Mandatory			
259	CAD messaging shall allow messages to be routed to any system printer.	Mandatory			

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260	CAD messaging shall differentiate between CAD messages and messages returning from the message switch/NCIC.	Mandatory			
261	CAD messages should be able to be added to an incident history	Mandatory			
262	CAD messages should be able to be sent from the command line	Mandatory			
ADDRESS BOOK					
263	CAD shall support a central Address Book for storing contacts, businesses and numbers to be used to address messages and look up information	Mandatory			
264	Personnel shall be automatically added to the address book for access to emergency contacts and numbers	Mandatory			
265	CAD shall support assigning security to address books	Mandatory			
266	CAD shall support searching address books from a form and command line	Mandatory			
267	CAD shall support key word searching for address book entries	Mandatory			
268	CAD shall support attaching documents and hyperlinks to address book entries	Mandatory			
BOLO DATABASE					
269	CAD shall support a BOLO or Alert database to capture information about people and vehicles	Mandatory			
270	CAD shall support the automatic query of the BOLO database whenever a person or vehicle is entered into the system	Mandatory			
271	CAD shall support expiring BOLOs automatically after an elapsed time	Mandatory			
272	CAD shall support manually expiring BOLOs	Mandatory			
273	CAD shall support cancelling BOLOs	Mandatory			
274	CAD shall support sending BOLO messages to all users, a selection of users and mobile devices or units	Mandatory			
CONTRACTOR ROTATION					
275	CAD shall support a support module for rotating contractor or support personnel	Mandatory			
276	CAD shall support the temporary removal of a contractor from a rotation	Mandatory			
277	CAD shall support the request for a contractor from a person or vehicle record	Mandatory			
278	CAD shall support support the ability to cancel a contractor request	Mandatory			
279	CAD shall store all information about a contractor request within the incident record	Mandatory			
STATUS MONITORS					
280	CAD shall support user-defined windows or monitor sets for dynamically updated views of ongoing incident, unit, and interface activities	Mandatory			
281	The status monitor shall allow the user to page via keystrokes or utilize the mouse to scroll to subsequent screens to view more incidents or vehicles than will fit on a single window	Mandatory			
282	Incident monitors shall be able to display active/pending incidents by area and incident status.	Mandatory			
283	The status monitor shall support the ability for system administrators, groups, or each individual to configure the layout of the workstation screen(s), depending on the number of monitors at the workstations, so workstation windows for pending queues, active units display, active incidents, etc., are not "hard-coded".	Mandatory			
284	The status monitor shall make use of color, sound (.wav files), and flashing in addition to textual information to enhance status recognition. These assignments shall be user-definable.	Mandatory			
285	CAD commands and functions shall be programmable as mouse functions uniquely for each individual status monitor.	Mandatory			
286	The mouse functions shall support setting default values (for example in building common status changes) or prompt the user to enter a value.	Mandatory			
287	When using the mouse functions within the status monitor the functions shall use the unit ID or incident the user has selected and not require them to re-enter this data.	Mandatory			
MAPPING					
288	CAD shall have a mapping display that utilizes and ESRI based map.	Mandatory			
289	The system shall have ability to have user defined map layers for information such as: lakes, water ways, railroad, parcels, parks, building footprints	Mandatory			
290	The system shall have ability to create links from the geofile to specific documents for locations or map points. This may include Excel, Word, photos.	Mandatory			
291	The system shall have the ability to create links to the Web via points on the map.	Mandatory			
292	The updates to the map must not affect CAD operations.	Mandatory			
293	The CAD system shall provide a tightly integrated mapping application that shows incident and unit location.	Mandatory			
294	Mapping shall run on the same workstation as the CAD application client software.	Mandatory			

	Computer Aided Dispatch	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution	Mod Hours	Vendor Comments and/or explanations
		Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl		
295	The maps shall be resident on the CAD workstation for optimal local, wireless, and remote performance.	Mandatory			
296	Mapping may be utilized in a wireless mode to support in-car mapping.	Mandatory			
297	Mapping shall graphically depict all active incident and unit information for the position.	Mandatory			
298	Mapping shall utilize the same coloring and textual information as CAD. For instance, if the CAD system displays "EN" and a green color for enroute, the mapping application will do the same.	Mandatory			
299	The CAD system and the map display shall utilize the same ESRI geofiles.	Mandatory			
300	The map zoom levels shall be user defined by agency. For instance, Agency A wants the map zoomed to 1000 feet when recalling a dispatch, while Agency B wants the map zoomed to 2000 feet for the same function.	Mandatory			
301	Mapping shall support CAD command and mouse operations of zoom and pan functions	Mandatory			
302	Mapping shall support unattended operations that cause the map to perform a function when the CAD system performs a function requiring map operations. For instance, when a call is displayed, dispatched, updated; the map is automatically zoomed	Mandatory			
303	Mapping shall display the best route to an incident, including road conditions (e.g., closures, hazard warnings).	Mandatory			
304	Mapping shall provide distance and direction of travel information from any point to any point in the Geofile	Mandatory			
305	Mapping shall provide a method to track and report specific common place locations to be used in the incident create process that allows the operator to create an incident without searching for the physical address for the common place location.	Mandatory			
306	The tactical map shall interact with the CAD system in the following manner:				
	- The map should zoom in to the incident location when an incident is initiated or updated.	Mandatory			
	- Each unit's status will display as users update units on the CAD system.	Mandatory			
	- User may initiate incidents utilizing a "point and click" on the map.	Mandatory			
	- Users may update a unit's status from the map	Mandatory			
	- Users may update, recall, or dispatch an incident from the map	Mandatory			
	- Users may select Icons on the map and link to Web pages. For instance, an Icon might display a weather map of an area by linking to the local new channels weather radar	Mandatory			
	- User may select layers of the map to turn on and off. For instance, displaying parcels or hydrant locations when needed	Mandatory			
	- The ability to pan the map by grabbing a map point with the mouse and moving it	Mandatory			
	- The ability to select unit(s) and have the map automatically size to display the requested units within the map	Mandatory			
	- With AVL the map will automatically pan to follow the selected unit(s)	Mandatory			
	- The ability to have the CAD system send recommendation requests for best path routing to the mapping applications including road conditions (e.g., closures, hazard warnings), then display the recommendations to the dispatcher.	Mandatory			
	- The ability to support feet distances.	Mandatory			
	- The ability to have maps at any appropriately configured workstation local and/or remote.	Mandatory			
	- CAD shall have the ability to display location details, including premise and hazard information either requested from the CAD client or from the Map.	Mandatory			
307	The system shall support Phase II wireless location display from cellular callers	Mandatory			
308	The system shall support automatic updating of Phase II locations, upon receipt of re-bid information from the 911 system.	Mandatory			
309	CAD shall support the ability to configure the polling frequency of AVL equipped vehicles either by Agency, Unit Status or Vehicle Type.	Mandatory			
310	The user shall be able to initiate a "Poll" or refresh of the units AVL location from the map at any time.	Mandatory			
311	The map shall accept the closing and opening of roads.	Mandatory			
312	During road closure the user shall be able to designate if an intersection should be treated as "open" so support crossing by public safety personnel.	Mandatory			
	SMART PHONE TEXTING AND ALPHANUMERIC PAGERS				
313	The system must be able to automatically send text messages/pages to field personnel with configurable Call For Service information based on call type (selected by System Administrator) once incident has been entered into CAD or if the call type is changed to one of the automatic text/page call types after initial entry into CAD.	Mandatory			
314	The software must send text pages, using freeform text, to field personnel with alphanumeric pagers or smartphones.	Mandatory			

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315	The software must send text pages to groups of pagers.	Mandatory			
316	The software must allow for the entry and maintenance of pagers or groups of pagers that have been added to the pager software.	Mandatory			
317	CAD Paging must support numerous paging protocols to include: Standard TAP, SMTP, SNPP, WCTP, and Pagemaster dial-up paging modems	Mandatory			
318	Paging must provide the CAD call for service details in the body of the page including location, coordinates, closest intersections, and narrative and can be configured by System Administrator.	Mandatory			
319	Paging should allow configuration of the paging message including "literals" which would allow agencies to define their own label for fields in the page.	Mandatory			
320	Configuration for paging must be available from unit maintenance to allow easy setup of group pages	Mandatory			
321	Paging must be supported from the command line in CAD	Mandatory			
322	Paging must be supported from the unit response recommendations window	Mandatory			
323	Access to paging functions must be controlled by the application security	Mandatory			
324	Paging maintenance must support drag and drop functionality to quickly and easily configure paging groups.	Mandatory			
325	Users will be able to view unit attributes from anywhere in CAD and see which paging group the unit is assigned to	Mandatory			
SYSTEM INTERFACES					
326	The system shall have the ability to transfer event (incident) and audit records from CAD through trigger configuration. These transfers will be completed in near real time.	Mandatory			
327	The system shall have the ability to query external databases to get access to information, i.e., warrants, people, articles, guns.	Mandatory			
328	The system shall also support the ability to create, edit, and maintain the query structures.	Mandatory			
329	The system shall be integrated with an ad hoc report writer that allows a trained user to create reports from incident data.	Mandatory			
330	The system shall have a report scheduler that can schedule reports to be automatically run at user defined times.	Mandatory			
331	Reports should be publishable to an intranet or internet.	Highly Desired			
332	CAD shall have to ability to interface to TDD systems in order to accept emergency calls from hearing- or speech-impaired individuals.	Mandatory			
333	CAD shall have the ability to interface to an external master clock for time synchronization.	Mandatory			
334	CAD shall have the ability to interface to 911 systems	Mandatory			
335	The E-9-1-1 interface shall adhere to all NENA Phase I and II requirements for the receipt of Wireless 911 information.	Mandatory			
336	Anytime an incident is displayed, the caller's address, name, and phone number shall display. Additional NENA 05-002 information shall be easily accessed for the incident by using function key.	Mandatory			
REPORTING					
337	Ability to create reports based on any available CAD data	Mandatory			
338	Ability to create a standard Incident Detail Report by a single command, that includes all data associated with a specific incident formatted in an easy-to-read, professional style	Mandatory			
339	Ability to view, query and archive CAD logging data from a PC	Mandatory			
340	Ability to generate the following standard reports:				
	Activity analysis by day of week	Mandatory			
	Activity analysis by geographic area or any agency-defined layer	Mandatory			
	Activity analysis by hour of day	Mandatory			
	Activity analysis by shift	Mandatory			
	Incidents – by geographic area by hour of day	Mandatory			
	Response time by method of receipt	Mandatory			
	Response times by geographic area	Mandatory			
	Response times by type of call/priority	Mandatory			
	Total and average time on call – by day of week	Mandatory			
	Total and average time on call - by geographic area	Mandatory			
	Total and average time on call - by hour of day	Mandatory			
	Total calls for service by date by nature or disposition	Mandatory			
	Total incidents by date by nature or disposition	Mandatory			
	Total reports by date by disposition	Mandatory			
	Agency-defined query	Mandatory			

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	Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl		
341 Ability to record and create reports using the following information:				
Alarm type and alarm company code	Mandatory			
All associated geofile information	Mandatory			
ANI/ALI data including address and phone number	Mandatory			
Available mobile to available at station	Mandatory			
Available mobile to unavailable	Mandatory			
Business or premise name	Mandatory			
Call-Taker/Dispatcher ID	Mandatory			
Comments/narrative (unlimited)	Mandatory			
Commonplace name (e.g., parks, streets, schools)	Mandatory			
Date and time call received by 911	Mandatory			
Date and time incident entered	Mandatory			
Date and time of held incidents	Mandatory			
Date range	Mandatory			
Disposition	Mandatory			
Geographical areas defined by the user	Mandatory			
Incident number	Mandatory			
Incident type	Mandatory			
Incident type/priority	Mandatory			
Location address, description, supplemental location	Mandatory			
On-scene to close of call by officer who arrive at scene	Mandatory			
On-scene to transporting	Mandatory			
Premise and prior information flag	Mandatory			
Premise type (e.g., building, location, person)	Mandatory			
Priority	Mandatory			
Reporting areas	Mandatory			
Reporting party information, including name, address and phone	Mandatory			
Reporting zone	Mandatory			
Responding to on-scene	Mandatory			
Source (e.g., 911 or 10-digit, radio, other codes as defined by PPD)	Mandatory			
Time range (any time-stamped event to any other time-stamped event)	Mandatory			
Unit/officer ID	Mandatory			
User name and ID of all users associated with the incident	Mandatory			
Workstation ID associated with all CAD functions performed on incident	Mandatory			
342 Ability to print chronological incident and/or incident report listing	Mandatory			
343 Ability to query and print incident details, including	Mandatory			
Incident entry or incident number	Mandatory			
Date/time received	Mandatory			
Reporting zone	Mandatory			
Activity code/incident type	Mandatory			
Location or partial location	Mandatory			
All incidents in a geographical region defined by the user	Mandatory			
Priority	Mandatory			
Reporting party/complainant/caller name	Mandatory			
Phone number	Mandatory			
Narrative	Mandatory			
Vehicle description	Mandatory			
License plate	Mandatory			
Cancelled call	Mandatory			
Disposition	Mandatory			
Officers/units assigned	Mandatory			
Time dispatched	Mandatory			
En-route time	Mandatory			
On-scene time	Mandatory			
Available time	Mandatory			
344 Ability to create and maintain premise information	Mandatory			
345 Ability to capture and maintain premise information in user defined categories or types.	Mandatory			

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	Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl	Mod Hours	Vendor Comments and/or explanations
346	Ability to define valid date ranges for time limited premise information at a given location (e.g., information valid between <start date> and <end date>) and notify supervisor of pending expiration dates	Mandatory			
347	Ability to define criteria for automatic premise information purges and activate or deactivate this feature	Mandatory			
348	Ability to create sign-on messages for subsequent shifts or individuals	Mandatory			
349	Ability to create and maintain automatic reminders of scheduled activities (radio tests, etc.):				
	Daily	Mandatory			
	Weekly	Mandatory			
	Monthly	Mandatory			
	Annually	Mandatory			
	Multiple activities or reminder per time slot	Mandatory			
VIDEO (FIXED AND MOBILE)					
350	The system will have the ability to display on the map the location of of fixed security cameras.	Mandatory			
351	The system will have the ability to allow the operator (call taker-dispatcher-supervisor) to view the camera video.	Mandatory			
352	The system will have the ability to allow the operator (call taker-dispatcher-supervisor) to contol any PTZ cameras.	Mandatory			
353	The system will present a single or common camera interface regardless of camera system type	Mandatory			
354	The system will have the ability to display video from in-car video systems	Mandatory			
355	The system will have the ability to allow mobile users access to video from fixed or mobile sources.	Mandatory			
NG9-1-1					
356	The system will have the ability to accept and associate with the CAD incident any relevant electronic media received from the NG9-1-1 network	Mandatory			
357	The vendor commits to adhere to NENA i3 standards in a reasonable time frame as new features are added to i3.	Mandatory			
358	The system will have a seamless workflow to accept multimedia electronic media from the NG9-1-1 network	Mandatory			
359	The system will have the ability to have the NG9-1-1 telephony user screens resident on the same workstation as the CAD	Mandatory			
TRAINING					
340	Ability to simultaneously operate a "Training" system. The training system must have identical functionality as the live system, but be available for training and scenarios.	Mandatory			
341	Ability to simultaneously operate a "Test" system. The test system must be available to test system changes prior to their implementation to the training or live systems.	Mandatory			
342	CAD shall provide an on-line training database for testing that does not impact the live database. During sign-on the user will be able to select training or live mode.	Mandatory			

| Mobile CAD | Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable | How Addressed by the Vendor's Solution | | |
	Requirement Criticality	Response Core/Mod/Option/Cu stom/Not Incl	Mod Hours	Vendor Comments and/or explanations
TECHNICAL				
1 The Mobile system must utilize a Microsoft Windows server operating software.	Highly Desired			
2 The Mobile system must utilize Microsoft SQL database software.	Highly Desired			
3 The Mobile system must utilize Microsoft Windows client software.	Highly Desired			
4 The Mobile system must be capable of achieving 99.999% availability	Critical			
5 Database backups must be performed online without DBMS downtime	Highly Desired			
6 Data stored within the RDBMS must be secured.	Highly Desired			
7 The Mobile system must support database concurrency.	Highly Desired			
8 The Mobile system must support database replication.	Critical			
9 The Mobile system must provide a customer configurable password management system. Passwords must be configured for expiration, minimum length, character types and numbers.	Mandatory			
10 The mobile data client shall be capability of roaming across a variety of networks, to give the user the most constant and reliable connectivity.	Mandatory			
SYSTEM				
11 The system shall provide the users with the ability to configure Mobile to their specifications.	Highly Desired			
12 The Mobile queries shall be customizable by the agency	Highly Desired			
13 The system shall include commonly used pre-defined reports and an ah-hoc report writing tool.	Highly Desired			
14 Ability to operate in a "window-like" environment to support concurrent processing (e.g., invoke a license inquiry using a different "window" without losing initial working screen).	Highly Desired			
15 Ability to install third-party programs on the MDC.	Mandatory			
16 Ability to accurately timestamp all field and dispatch transmissions to and from MDC.	Mandatory			
17 Ability to support local and remote printing.	Mandatory			
18 Ability to log all mobile activities (e.g., chats, NLETS queries, uploads/downloads of field reports) by the following:				
MDC	Mandatory			
Case number	Mandatory			
Date and time of transmission	Mandatory			
Incident number	Mandatory			
ORI	Mandatory			
User ID	Mandatory			
User name	Mandatory			
19 Ability to provide a home page with the following items:				
Current/active calls	Mandatory			
Pending calls	Mandatory			
District summary	Mandatory			
Map	Mandatory			
20 Ability to log and display all times in military (24 hour) clock format.	Desirable			
21 Ability to log times in 24-hour format (i.e., HH:MM:SS).	Mandatory			
22 Ability to provide an acknowledgement to all received transmissions.	Mandatory			
23 Ability to limit all commands to only minimal key strokes for functions including, but not limited to:				
Logon/logoff	Critical			
Run license plate numbers	Critical			
Using mapping features	Critical			
Clear a vehicle stop	Critical			
Clear incident call	Critical			
Look up premise history	Critical			
24 Ability to accelerate routine data entry tasks (i.e. workflow functionality) with the following:				
Drop-down lists	Highly Desired			
Auto-fill/auto-search	Highly Desired			
25 Ability to perform the following tasks at any MDC:				
Remote printing (user definable)	Mandatory			
RMS inquiries	Mandatory			
Inquiries to NLETS/NCIC	Mandatory			
Electronic messaging between two or more MDCs	Mandatory			
Electronic messaging between all MDCs	Mandatory			
Electronic messaging between MDCs and CAD	Mandatory			
Inquiries to designated local, state and national databases	Mandatory			
Access and display of electronic maps	Mandatory			
Access and display of electronic photos	Mandatory			

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	Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl	Mod Hours	Vendor Comments and/or explanations
Query specific unit status	Mandatory			
Query specific unit location	Mandatory			
Display thumbnail photos on MDC	Mandatory			
Read driver license magnetic stripe/bar codes in unit for person identification.	Mandatory			
26 Ability to support touch-screen functionality.	Mandatory			
27 Ability to support voice activated (voice command) functionality.	Highly Desired			
28 Ability to perform commands using any of the following methods:				
Easy access toolbar	Mandatory			
Right mouse click	Mandatory			
Agency defined function keys (hot keys)	Highly Desired			
Touch screen	Mandatory			
29 Ability to use the following to invoke a function (e.g., status change, send message, etc.):				
Command entries on a command line	Highly Desired			
Function keys (one touch keys)	Highly Desired			
Point-and-click devices (i.e., mouse, trackball, touch pad)	Mandatory			
Touch screen	Mandatory			
30 Ability to move forward and backward to complete data fields without having to retype the entire field (e.g., insert and delete, cut and paste).	Mandatory			
31 Ability to page up and down.	Mandatory			
32 Ability to scroll up and down.	Mandatory			
33 Ability to require both user identification and password or user code.	Mandatory			
34 Ability to temporarily disable access to the mobile data device with a single keystroke and unlock the unit by entering a password to return to normal.	Critical			
35 Ability to log-on multiple individuals per unit.	Critical			
36 Ability to automatically log-off current users upon entry of a new log-on command by a new user.	Mandatory			
37 Ability to support an automatic download of software/files at log-on without interfering with operational performance (background application).	Critical			
38 Ability at sign-on for the BOLO module to be automatically updated on the user's computer.	Critical			
39 Ability to automatically update unit roster information based on MDC log-on information.	Critical			
40 Ability to separate MDC log off from designating status as off-shift.	Highly Desired			
41 Ability to separate MDC log on from designating status as on-shift.	Highly Desired			
42 Ability to display the following information on the screen during normal operations:				
Availability of wireless connectivity	Mandatory			
Communication verification and other MDC operational status	Critical			
Current status of defined units	Critical			
Incident number	Mandatory			
Message alert	Mandatory			
Unit ID	Mandatory			
Vehicle location	Mandatory			
43 Ability to support agency-defined hot keys and programmable function keys with the following agency configurable functions and statuses:				
Arrived/unit on-scene	Highly Desired			
Retrieve call information	Highly Desired			
Clear/available	Highly Desired			
Display message	Highly Desired			
Disposition call	Highly Desired			
Emergency	Desirable			
En route to station	Highly Desired			
En route/unit responding	Highly Desired			
In-service	Highly Desired			
In-service/report writing	Highly Desired			
Maps	Highly Desired			
Out-of-service	Highly Desired			
Premise information	Highly Desired			
Secure terminal (easy to lock and unlock)	Highly Desired			
Store/recall	Desirable			
Unit status	Highly Desired			
Units assigned to call	Highly Desired			
Vehicle registration check	Highly Desired			
Additional definitions as necessary	Highly Desired			

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44	Ability to initiate an emergency message transmission from a touch screen button or hot key.	Desirable			
45	Automatically transmit the following information in an emergency situation:				
	User name	Desirable			
	User ID	Desirable			
	Location	Desirable			
46	Ability to send to all mobile and CAD users (except the sender) an emergency notification with unit ID and location (if known) when the emergency key is activated.	Desirable			
47	Ability to prevent emergency notification from appearing on the sender's screen.	Critical			
48	Ability for the MDC screen to revert to its prior view after the user dismisses an emergency message.	Highly Desired			
49	Ability to view pending calls.	Mandatory			
50	Ability to view active calls.	Mandatory			
51	Ability to receive dispatches on the MDC.	Mandatory			
52	Ability to provide visual or audible alert to indicate that a dispatch has arrived.	Mandatory			
53	Ability to provide a distinguishable visual and audible alert for high priority calls (as defined by the agency).	Mandatory			
54	Ability to access and read all call comments associated with a call.	Mandatory			
55	Ability to display and buffer the following dispatch information upon dispatch of unit to an incident:				
	Assisting unit(s)	Mandatory			
	Building plans	Critical			
	Comments/narrative (unlimited)	Mandatory			
	Complainant Name/Contact Info/Address	Mandatory			
	Date and time incident entered	Mandatory			
	Document associated with a particular location	Critical			
	Incident location with cross streets	Mandatory			
	Incident priority (e.g., user-defined or defined by incident code)	Mandatory			
	Incident type	Mandatory			
	Map page	Mandatory			
	New or developing information in free form	Mandatory			
	Suspect Information (name, description, location)	Mandatory			
	Phone number at incident location (if different)	Mandatory			
	Premise and prior information flag	Mandatory			
	Premise history information	Mandatory			
	Recommended route	Mandatory			
	Reporting party name, phone number, address	Mandatory			
	Attachments such as photos, audio recording, or streaming video	Mandatory			
56	Ability to receive supplemental incident information (e.g., location, suspect, vehicle or other information, etc.) without interrupting/overlaying current screen:				
	Visual alert	Mandatory			
	Audible alert	Mandatory			
57	Ability to receive notification of dispatcher-initiated changes to an incident (e.g., supplemental information, unit reassignments, incident cancellation, preempting off call, etc.) without interrupting/overlaying current screen:				
	Visual alert	Mandatory			
	Audible alert	Mandatory			
58	Ability for mobile screen to update automatically as new information is added to a call.	Mandatory			
59	Ability to transmit status information to the CAD system in real time.	Mandatory			
60	Ability to update call status from field.	Mandatory			
61	Ability for changes and updates to be made interactively and instantly transmitted to or from the CAD system.	Mandatory			
62	Ability to sort information and toggle back and forth among windows.	Mandatory			
63	Ability to advise user of data entry or command errors with clear and concise messages.	Mandatory			
64	Ability, with appropriate supporting map/AVL technology, to indicate unit location when initiating an on-view incident with a function key.	Mandatory			
65	Ability to validate on-view location at the dispatch level (to avoid hang-ups in the field).	Mandatory			
66	Ability to initiate any query with minimal key strokes.	Mandatory			
67	Ability for agency to create standard screen formats for all agency inquiries.	Mandatory			
68	Pre-defined data entry/query forms should include, but not be limited to:				
	Articles	Mandatory			
	Accident Investigation	Mandatory			

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Boats	Mandatory			
Driver license query	Mandatory			
License plate query	Mandatory			
License tabs	Mandatory			
Log-on/log-off	Mandatory			
Missing person information	Mandatory			
Name	Mandatory			
Premise information query	Mandatory			
Previous events	Mandatory			
Query specific incident status	Mandatory			
Query specific unit status	Mandatory			
69 Ability to save all previous license plate searches until user clears data by using either a clear all button or by selection of individual license plates.	Highly Desired			
70 Pre-defined data entry form to capture full DOJ demographic elements on subjects and vehicles.	Desirable			
71 Ability to perform agency-defined pertinent CAD query or update functions subject to access privileges (e.g., adding miscellaneous text comments to a call; adding disposition code to a call, etc.).	Critical			
72 Ability to produce a visible (e.g. record is in red) and audible (e.g. special beep tone) alarm when a return contains a record marked as potentially hazardous.	Mandatory			
73 Ability to produce a visible and audible alert when a record returns a record containing a stolen vehicle.	Mandatory			
74 Ability to drill down into query returns regarding a potentially hazardous subject, vehicle, and/or location to find the details of that hazard.	Mandatory			
75 Ability to select results from queries and drill down for detailed information.	Mandatory			
76 Ability to differentiate between call data and query results (e.g., color, font, screen location).	Mandatory			
77 Ability to query unit status by:				
Geographic area (e.g., area, beat, district, division, etc.)	Mandatory			
Dispatch group	Mandatory			
Unit ID	Mandatory			
Date and time range	Mandatory			
Call/event type	Mandatory			
Location	Mandatory			
Incident type	Mandatory			
Unit status	Mandatory			
78 Ability user to choose which group and division messages to receive.	Mandatory			
79 Ability to store messages for later viewing.	Mandatory			
80 Ability to store for later recall messages over an agency-defined time period that were delivered during a log-on session.	Mandatory			
81 Ability for host computer to store unread messages when user logs off.	Mandatory			
82 Ability for messages to be able to be sorted by most recent or first call received.	Mandatory			
83 Ability to add and maintain Premise information.	Highly Desired			
84 Ability to support AVL functionality.	Mandatory			
85 Ability to support GPS functionality.	Mandatory			
86 Ability to cache map layers to minimize the amount of data transmitted wirelessly.	Critical			
87 Ability to support full touch screen capability.	Mandatory			
88 Ability to select and use static and non-static mapping formats.	Mandatory			
89 Ability to support data developed on an ESRI GIS-based platform, including, but not limited to: street centerlines, address points, buildings.	Mandatory			
90 Ability to display County maps with agency-defined features (i.e., street names, block ranges, terrain features, common places, etc.).	Mandatory			
91 Ability to provide the same navigation functionality as for CAD mapping.	Mandatory			
92 Ability to zoom in and zoom out on map.	Mandatory			
93 Ability to zoom by click with re-center.	Mandatory			
94 Ability to zoom in/out to fixed extents.	Mandatory			
95 Ability to pan.	Mandatory			
96 Ability to identify layer attributes.	Mandatory			
97 Ability to support hyperlinks to files, URL's and other documents (emergency plans, hazmat).	Mandatory			
98 Ability to locate address information by address point or street centerline.	Mandatory			
99 Ability to display distance in standard measurements between two user selected points.	Mandatory			
100 Ability to graphically display street network for a desired coverage area.	Mandatory			

Mobile CAD	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution	Mod Hours	Vendor Comments and/or explanations
	Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl		
101 Ability to access and display specific map layers (e.g., apartment complexes, special structures, etc.).	Mandatory			
102 Ability to display maps with the following features, including, but not limited to:				
Streets, intersections and freeways	Mandatory			
Street names	Mandatory			
Block ranges	Mandatory			
Business name	Mandatory			
Major buildings or facilities	Mandatory			
Parcel	Mandatory			
Map page or reference numbers	Mandatory			
Reporting districts	Mandatory			
Parks	Mandatory			
Schools	Mandatory			
Police / Sheriff stations	Mandatory			
Response areas	Mandatory			
Map or terrain features (e.g., rivers)	Mandatory			
Photo overlay	Mandatory			
Common places (i.e., point coverage)	Mandatory			
Agency-defined layers	Mandatory			
103 Ability to center map display on:				
Current vehicle location (with AVL)	Mandatory			
Dispatch location	Mandatory			
Location of cursor when mouse button is clicked	Mandatory			
Specified geographic area	Mandatory			
Station location	Mandatory			
104 Ability to display location at cursor when mouse button is clicked	Mandatory			
105 Ability for an apartment complex map to "pop up" when user clicks on the location for the apartment complex (assuming user-created map layer containing site maps).	Mandatory			
106 Ability to center the map on a verified location.	Mandatory			
107 Ability to automatically link and display map data for a dispatched location.	Mandatory			
108 Ability to display active incidents and unit statuses on the map.	Mandatory			
109 Ability to filter the display of active incident and unit status based on map scale.	Mandatory			
110 Ability to support quickest-time routing for all dispatches.	Mandatory			
111 Ability to calculate directions to incident/specified location.	Mandatory			
112 Ability to recalculate directions to incident/specified location on the fly.	Mandatory			
113 Ability to display shortest route from point-A to point-B (i.e., street network routing), and highlight quickest route, including directions based upon roadway/access availability (e.g., construction, detours).	Mandatory			
114 Ability to view other unit locations and last known locations.	Mandatory			
115 Ability to display vehicle location on a map and view progress toward incident location.	Mandatory			
116 Ability to display direction of travel of units.	Mandatory			
117 Ability to highlight on the map the recommended route from current location to a dispatched incident site.	Mandatory			
DATABASES				
118 The systems configuration database rules shall be highly user configurable allowing each user agency to define separate parameters.	Critical			
119 The system shall provide a logging feature that logs adds, changes and/or deletes to any configuration item.	Critical			
120 The Mobile database shall process data in real time. This means any parameter change or database change is done while the system is on-line. For instance, if a user agency wanted to add a new field to track the vehicles that are searched during traffic stops, they can do this while the Mobile is in-use. The field change takes effect upon the next auto synchronization or on a manual synchronization request.	Critical			
121 Configuration changes shall not require a shutdown or logoff of the system or the Mobile clients.	Critical			
PICTOMETRY INTERFACE				
122 The system must fully interface with Pictomertry.	Highly Desired			
123 System should access Pictometry from CAD mapping, pin mapping, and mobile mapping	Highly Desired			
124 Users should be able to view a structure's height, area, pitch, and distance from other objects.	Highly Desired			
125 System should print and export Pictometry images.	Highly Desired			

| Mobile CAD | Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable | How Addressed by the Vendor's Solution | | |
	Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl	Mod Hours	Vendor Comments and/or explanations
FIREHOUSE INTERFACE				
126 The system must fully intergrate with Firehouse Records Management and all of its modules to allow bi-directional sharing of information.	Critical			

Tablet / Smartphone	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution		
	Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl	Mod Hours	Vendor Comments and/or explanations
1 Users must be able to access system information (911CAD) through a smartphone or tablet interface by use of "apps".	Critical			
2 Smartphone/Tablet "apps" should provide the following system functions: — current call type and call location — call comments — mapping — unit status In the Comments box provided, identify any functions the system does not provide.	Critical			
3 Interface should follow agency-defined data partitioning security parameters.	Critical			
4 System should allow for administrator security levels	Critical			
5 System should allow for messaging links to cellular devices.	Critical			

State/NCIC Interface	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution	Mod Hours	Vendor Comments and/or explanations
	Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl		
1 The interface must support communication between the application and the National Crime Information Center (NCIC), **as well as local and state agencies**.	Mandatory			
2 Ability to authorize individual clients or workstations to access the State/NCIC application.	Mandatory			
3 Ability to direct a single query to the state/NCIC, local database, or both.	Mandatory			
4 Ability to create user-designed format screens.	Critical			
5 Ability to specify security access permissions for any request format.	Mandatory			
6 Ability to log all transactions in a history file for viewing and reporting purposes.	Mandatory			
7 Ability to search for state/NCIC responses by date/date range.	Mandatory			
8 Ability to print messages received via a state/NCIC request/response.	Mandatory			
9 Ability to send messages to specified units.	Mandatory			
10 Ability to edit the string of data that is sent to the local, state, or NCIC system.	Mandatory			
11 The interface must provide or support an online interface from the CAD application to the State/NCIC database.	Mandatory			
12 Ability to link from the CAD software to the State/NCIC network to run license plate and warrant checks.	Mandatory			
13 Ability to link from the CAD to the State/NCIC network to automatically attach a CAD inquiry to the incident/call database.	Mandatory			
14 Ability to access NCIC forms within CAD.	Mandatory			
15 Ability to access NCIC history within CAD.	Mandatory			
16 Ability to setup the automatic transmission of license plate or driver license information based on CFS type.	Critical			
17 All automatic transmissions that are attached to a CFS must be logged on the call and easily accessed.	Mandatory			
18 All responses that can be matched to the original transmission and are attached to a CFS will be logged on the call in the same area as the transmissions.	Mandatory			
19 GCIC/NCIC inquiries on a person or vehicle should provide a history listing of all times the person or vehicle was run inside our jurisdiction and by whom.	Mandatory			

| | Field-Based Reporting | Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable | How Addressed by the Vendor's Solution | | |
		Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl	Mod Hours	Vendor Comments and/or explanations
1	The software must minimally support entry of incidents, cases, arrests, supplements, and field contact forms.	Mandatory			
2	The software must also offer an option for field investigations/contact cards so they can be done in the field but still support a review process	Mandatory			
3	Forms and report merge (into RMS) process must be agency-defined.	Mandatory			
4	The software must support entry of accidents.	Mandatory			
5	The software must have the ability to add business logic to form entry.	Mandatory			
6	The software must be support a UCR compliant data schema (Vendor is responsible for format set up, transmissions and support to state)	Mandatory			
7	FBR must be able to have configurable form/field rules that will catch IBR/UCR errors at data entry time	Mandatory			
8	The printed output from any particular field report type must be agency configurable to support mandated report outputs.	Mandatory			
10	The software must allow an officer to review the report for errors and warnings before submitting to a supervisor.	Mandatory			
11	The software must support Supervisor Review.	Mandatory			
12	The software must allow for upload of officer reports to the Supervisor via the following means:				
	Removable/Portable media (thumb drives)	Desirable			
	Wireless (RF) over any protocol and network (RF, GPRS, IPMobileNet, Cellular)	Mandatory			
13	The software must support printing of a Field Report prior to being merged into the RMS database.	Highly Desirable			
14	The software must allow a user to merge officer reports into an existing Records Management Database, eliminating duplicate entry and any re-keying of data.	Critical			
15	FBR must support an exact copy of an officers report, as it existed when approved, for agencies that treat the officers report as evidence in court proceedings	Mandatory			
16	The Field Reporting module must support the downloading of tables to all mobile devices, eliminating the need to update tables on individual devices.	Critical			
17	The software should support user password protection	Mandatory			
18	Software should allow an officer to save an incomplete report for completion at another time.	Mandatory			
19	Incomplete reports can be completed in station or on any other device that has the FBR software installed	Mandatory			
20	Software must support narrative text entry with spell checker.	Mandatory			
21	Software must have automatic spell check.	Mandatory			
22	Software should be table-driven.	Mandatory			
23	All field reporting drop down lists should come from RMS avoiding duplicate configuration and setup and to ensure both RMS and FBR are in synch	Mandatory			
24	The merge process should support merging one record at a time, allowing the merge administrator to make changes if necessary.	Mandatory			
25	The Field Reports should be capable of automatically populating the Fields in the RMS database during the merge process.	Mandatory			
26	Should provide the ability to complete accident diagrams (Internal accident diagram capability required. No 3rd party software needed).	Critical			
27	Any completed accident diagram must be part of RMS and accessible from both FBR and RMS.	Critical			
28	Should support hidden data for report entry allowing the administrator to configure default values and text that is available based on any report field.	Highly Desirable			
29	Must support multiple report types for each incident and/or case so an agency can have separate screens for specific report types like domestic violence	Critical			
30	Should support copying of data from different report sections and between different reports to cut down on data entry.	Critical			
31	Should provide the ability to print in the car.	Critical			
32	Should allow notes on every form and field as needed by the officer or supervisor	Highly Desirable			
33	Should support touch screen functionality.	Mandatory			
34	The software should allow for a report to be transmitted to a supervisor and back to individual for review and editing all over the wireless network.	Mandatory			
35	The software should allow all toolbars and toolbar buttons to be agency defined. In a multi-jurisdictional environment each agency can layout the system the way they desire.	Critical			
36	The software should allow for patches and updates to be applied from a central site without having to go to each individual mobile unit to load.	Highly Desirable			
37	The software should support encryption during all processes both on the local client and over the wireless network.	Mandatory			
38	Any form that is built or scanned into the field reporting software should also have ability to print with the appropriate data as the original form.	Highly Desirable			

	Field-Based Reporting	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution		
		Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl	Mod Hours	Vendor Comments and/or explanations
39	The system must have the ability to correct a report after it has been approved, submitted and received in RMS	Critical			
40	The system must allow for deletion at the administrator security level	Critical			
41	The system must have a supplemental report tab which provides all information submitted as a supplemental report to be viewed including the author of the supplemental report.	Highly Desirable			

K9 Reporting	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution		
	Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl	Mod Hours	Vendor Comments and/or explanations
1 Ability to enter and maintain information including:				
Activity Type	Highly Desired			
Date	Highly Desired			
Primary Officer	Highly Desired			
Address	Highly Desired			
Temperature	Highly Desired			
Humidity	Highly Desired			
Wind Speed	Highly Desired			
Time called out	Highly Desired			
Time Deployed	Highly Desired			
Time spent until clear	Highly Desired			
2 Ability to associate a record to a related incident report.	Highly Desired			
3 Ability to support unlimited narrative input.	Highly Desired			
4 Ability to track canine activity.	Highly Desired			
5 Ability to generate reports regarding the canine's progress.	Highly Desired			

	Field Investigations	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution		
		Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl	Mod Hours	Vendor Comments and/or explanations
1	The module must provide immediate access to all information about field investigations.	Mandatory			
2	Ability to associate an investigation to a specific case.	Mandatory			
3	Ability to enter and maintain the following basic contact information:				
	Contact date/time	Mandatory			
	Contact type	Mandatory			
	Contact reason	Mandatory			
	Location	Mandatory			
4	Ability to enter and maintain information sources (e.g., rumors, anonymous tips, confidential informants and first-hand accounts from a law enforcement officer).	Mandatory			
5	Ability to associate an investigation with a specific bureau.	Highly Desired			
6	Ability to associate an investigation with a specific reporting district.	Highly Desired			
7	Ability to identify a contact by master name or by associated case subject.	Highly Desired			
8	Ability to enter and maintain contact vehicle information.	Critical			
9	Ability to enter and maintain all officers associated with the investigation.	Mandatory			
10	Ability to attach multiple document of various types to an investigation record.	Critical			
11	Ability to link or group all known associates at a given criminal location.	Critical			
12	Ability to track field investigations by:				
	Contact type	Highly Desired			
	Case number	Highly Desired			
	Contact reason	Highly Desired			
	Date/date range	Highly Desired			
	Field investigation number	Highly Desired			
	Investigating officer	Highly Desired			
	Contact name	Highly Desired			
	Location	Highly Desired			
13	Ability for FI to be attached/referenced to the original case report.	Critical			
14	Ability of CID Supervisor to modify information in FI module	Highly Desired			

State Accidents	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution		
	Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl	Mod Hours	Vendor Comments and/or explanations
1 Ability to enter, maintain and track all information about an accident.	Mandatory			
2 Ability to enter, maintain and track detailed information about all subjects associated with an accident (e.g., drivers, passengers, pedestrians, witnesses, etc.)	Mandatory			
3 Ability to enter, maintain and track detailed information about all vehicles associated with an accident.	Mandatory			
4 Ability to attach multiple supporting documents of various types to an accident record.	Mandatory			
5 Ability to link accident, incident and case numbers for investigative and search purposes.	Mandatory			
6 The system must support commercial vehicle supplements to capture required information for commercial vehicles.	Mandatory			
7 The system must comply with all state (GA) mandated accident reports.	Mandatory			
8 Ability to print accident report on demand.	Mandatory			
9 Ability to submit electronically all accident reports from our Jurisdiction to the State of Georgia	Mandatory			
10 Internal accident diagramming funtion is required in the accident report form.	Highly Desired			
11 Third party accident diagramming software interface if internal diagramming not available	Mandatory			

Electronic Ticket Writer	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution	Mod Hours	Vendor Comments and/or explanations
	Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl		
MOBILE TICKET SOFTWARE				
1 Software must be cabable of auto-populating the citation by scanning the information from an offender's driver's license – and from the registration, driver's license, and files returned with a mobile query data system.	Mandatory			
2 Citation must be able to be completed / printed with coordinating equipment installed on plain paper printer.	Critical			
3 Software must provide ability to print citation in the current Georgia UTC format, or custom required format as determined by each judical office.	Critical			
4 Solution should print citation form and data on blank paper (no prepinted paper required)	Critical			
TICKET WRITER INTERFACE				
5 Utilizes interoperability to facilitate the sharing of data between RMS and third-party applications.	Mandatory			
6 Ability to start and stop the interface workflow.	Desirable			
7 Ability to log interface activity, view the log file, control the rate at which the log is refreshed, and purge the log file as needed.	Highly Desirable			
8 Ability for system administrator to change interface workflow.	Highly Desirable			

	Records Management System	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution	Mod Hours	Vendor Comments and/or explanations
		Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl		
1	The RMS system must utilize a Microsoft Windows Server operating software.	Highly Desirable			
2	The RMS must utilize a Windows graphical user interface (GUI)	Highly Desirable			
3	The RMS system must utilize Microsoft SQL database software.	Highly Desirable			
4	Changes must be able to be entered when the system is on-line.	Critical			
5	The system must use an industry standard SQL structure accessible by ad hoc reporting and query tools.	Critical			
6	The RMS must fully integrate with the CAD software and be provided by the same vendor. Full integration must include automatic, seamless transfer of critical information between CAD, Mobile Computing, RMS and Jail Management. Examples include transfer of CAD incident information to RMS, and transfer of hazard information associated with persons and locations to alert dispatchers of potentially threatening situations for officers.	Critical			
7	The software must have multi-jurisdictional environment capabilities.	Mandatory			
8	The software must have a tabular design, allowing access to multiple layers of the system from the same screen.	Critical			
9	Ability for multiple users to be logged onto the system and use the same applications simultaneously.	Mandatory			
10	There must be a standardized Windows-compliant, mouse-driven Graphical User Interface (GUI) for all modules.	Mandatory			
11	All software modules must have the ability to access the same master name records.	Mandatory			
12	Authorized agency staff must be able to modify or adjust commonly altered variables such as codes, tables, report parameters, etc., without the services of a professional programmer.	Mandatory			
13	Standard toolbar functionality must include buttons that allow users to do the following:				
	Create new records	Mandatory			
	Open existing records	Highly Desirable			
	Save records	Highly Desirable			
	Delete records	Mandatory			
	Copy records	Mandatory			
	Print records	Mandatory			
	Access online Help	Mandatory			
14	The software must be able to associate codes to more than one location or panel when the same validation table entries are used in multiple locations.	Critical			
15	The system must use consistent validation table processing.	Mandatory			
16	The system must allow for agency-defined validation tables.	Mandatory			
17	Ability to assign alternate values to validation set values in order to tie specific data elements to various software functions, including, but not limited to, report generation and data matching with other ORIs and third-party software.	Critical			
18	All applications must integrate tightly with each other to permit the greatest operator and system efficiency.	Mandatory			
19	The software must provide a one-time, single-point system of data entry that allows information to be accessed from other applications.	Mandatory			
20	The software must provide a basis, such as a report wizard, for preparing various statistical and analytical reports.	Mandatory			
21	The software must allow users to create and store ad-hoc reports.	Mandatory			
22	The software must directly output from a data search to a printer upon user request.	Mandatory			
23	The software must provide the capability to add unlimited narrative to records, to ensure all critical information is captured.	Mandatory			
24	The system administrator must be able to identify the individual who last entered or updated any transaction as well as the date and time of the modification.	Mandatory			
25	The software must have the ability to use standard PC word processing applications in modules where needed.	Mandatory			
26	The software must track user activity (i.e., the addition, modification, viewing, and deletion of records) and record the following for each incidence of such activity: user name, access type, date, time, record key and device.	Mandatory			
27	The RMS software must have the ability to run in a virtual server environment, including both Vmware and Microsoft Hyper-V.	Mandatory			
28	The software must provide inquiry capability for all employees based on profile and password security.	Mandatory			
29	The software must have UCR and IBR compliance capability.	Mandatory			
30	The software must be NIBRS compliant.	Mandatory			
31	The base RMS software must support:				
	Accidents	Mandatory			
	Arrests	Mandatory			
	Business Registry	Mandatory			
	Case Processing	Mandatory			
	Incidents	Mandatory			
	Computer Aided Investigation	Mandatory			
	Federal Reports (UCR/IBR)	Mandatory			
	Geo-Address Verification	Mandatory			
	Impounded Vehicles	Mandatory			
	Incident Tracking	Mandatory			
	Known Associates	Mandatory			
	Master Name Processing	Mandatory			
	Personnel/Training	Mandatory			
	Property and Evidence Tracking	Mandatory			
	Suspect Tracking	Mandatory			
	Traffic Tickets & Citations	Mandatory			
	Wants and Warrants	Mandatory			
32	The following modules must also be available:				
	Activity Reporting	Mandatory			
	Animal Tracking	Mandatory			
	Bicycle Registrations	Desirable			

Records Management System	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution	Mod Hours	Vendor Comments and/or explanations
	Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl		
	Briefing Summary	Mandatory		
	Career Criminal Registry (Parolee, Sex Offender)	Mandatory		
	Case Management	Mandatory		
	Civil Paper Processing	Mandatory		
	Data Analysis/Crime Mapping/Management Reporting	Mandatory		
	Demographic Profiling	Mandatory		
	Equipment Tracking	Mandatory		
	Field Investigations	Mandatory		
	Gang Tracking	Mandatory		
	Gun Permits and Registrations	Mandatory		
	Hazardous Materials	Mandatory		
	Index Cards	Mandatory		
	Narcotics Management	Mandatory		
	Orders of Protection	Mandatory		
	Pawn Shops	Mandatory		
	Property Room Bar Coding	Mandatory		
	Regional Data Sharing	Mandatory		
	State/NCIC Interface	Mandatory		

RMS SYSTEM SECURITY

#	Requirement	Requirement Criticality	Response	Mod Hours	Vendor Comments
33	The software must provide component (e.g., modules, entry screens) and report (e.g., case reports, ticket reports) security to permit and restrict user/user group rights.	Mandatory			
34	The system administrator must have the ability to set up, grant or deny, user/user group permissions for all components, including add, change, delete, view/use, and print permissions.	Mandatory			
35	The system administrator must have the ability to restrict security components by individual user or user group.	Mandatory			
36	Security components cannot be changed or deleted by unauthorized users.	Mandatory			
37	The system administrator must have the ability to create and maintain authorization templates (which are defined by name).	Mandatory			
38	Authorizations must be tied to user login and corresponding confidential password.	Mandatory			
39	Passwords must never be displayed.	Mandatory			
40	The system administrator must have the ability to easily create system users.	Mandatory			
41	The system administrator must have the ability to easily change passwords.	Mandatory			
42	Although the administrator can change user passwords, the actual passwords must not be revealed to the system administrator.	Mandatory			
43	User passwords must be encrypted when stored in the database.	Mandatory			
44	Ability to require password expiration after an administrator-defined number of days.	Mandatory			
45	Ability to define a minimum and maximum password length.	Mandatory			
46	Ability to lock users out of the system after an administrator-defined number of invalid login attempts.	Mandatory			
47	Ability to restrict user access by time of day, day of week, etc.	Mandatory			
48	Ability to automatically log all security violations.	Mandatory			
49	Ability to purge the security violation log.	Mandatory			
50	Ability to purge the user and system login log.	Mandatory			
51	The system administrator must have the ability to grant individual permissions to documents in the event that a document's author is unavailable to do so.	Mandatory			
52	The software must provide the ability to restrict access to specific information/features.	Mandatory			
53	The software must provide inquiry capabilities for all employees based on profile and password security.	Mandatory			
54	Ability to audit user access to modules, files and information changes	Mandatory			

MASTER NAME REQUIREMENTS

#	Requirement	Requirement Criticality	Response	Mod Hours	Vendor Comments
55	The software must use the master name concept and contain all information collected on a person or business, as well as all associated activities, in a single master name record.	Mandatory			
56	The software must provide a listing of all activities in which a person has been involved, including those related to arrests, jail releases, tickets, warrants, cases, incidents, accidents, gangs, vehicles and guns.	Mandatory			
57	Ability to display an image of the subject within the master name record, whether by capturing an image with a digital camera or by uploading an image from a camera, computer disk or any TWAIN32-compliant imaging device.	Mandatory			
58	The master name record must be accessible from the following modules:				
	Accidents	Mandatory			
	Alarms Management	Mandatory			
	Alerts	Mandatory			
	Animal Tracking	Mandatory			
	Arrests	Mandatory			
	Bicycle Registrations	Mandatory			
	Bookings	Mandatory			
	Buildings	Mandatory			
	Career Criminal Registry	Mandatory			
	Case Management	Mandatory			
	Cases	Mandatory			
	Civil Paper Processing	Mandatory			
	Computer Aided Investigation	Mandatory			
	Equipment	Mandatory			
	Field Investigations	Mandatory			
	Gang Tracking	Mandatory			
	Gun Permits and Registrations	Mandatory			
	Hazardous Materials	Mandatory			
	Impounded Vehicles	Mandatory			
	Incidents	Mandatory			
	Index Cards	Mandatory			
	Narcotics Management	Mandatory			
	Pawn Shop Processing	Mandatory			
	Property Room	Mandatory			

	Records Management System	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution	Mod Hours	Vendor Comments and/or explanations
		Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl		
	Tickets and Citations	Mandatory			
	Vehicles	Mandatory			
	Wants and Warrants	Mandatory			
59	Ability to enter and maintain the following master name record data elements:				
	Name (First, Middle, Last, Suffix)	Mandatory			
	Address (City, State, Zip Code)	Mandatory			
	Age/Race/Sex	Mandatory			
	Associated Names	Mandatory			
	Affiliation	Mandatory			
	Physical Description	Mandatory			
	Scars, Marks or Tattoos	Mandatory			
	Date of Birth	Mandatory			
	Driver's License Number	Mandatory			
	Driver's License Expiration Date	Mandatory			
	Driver's License Characteristics	Mandatory			
	Social Security Number	Mandatory			
	Personal Information	Mandatory			
	Handicaps	Mandatory			
	Inmate Number	Mandatory			
	Department Arrest Number	Mandatory			
	Mug Shot Number	Mandatory			
	FBI Number	Mandatory			
	Local Identification Number	Mandatory			
	State Identifier Number (SID)	Mandatory			
	Military Service Number	Mandatory			
	Alias (Multiple Types)	Mandatory			
	Nickname (Street Name)	Mandatory			
	Place of Birth	Mandatory			
	Occupation	Mandatory			
	Home Phone	Mandatory			
	Work Phone	Mandatory			
	Cell Phone	Mandatory			
	Employer Name and Address	Mandatory			
	Fingerprint Classification Number	Mandatory			
	Marital Status	Mandatory			
	Vehicles	Mandatory			
	City, County, Country and Place of Birth	Mandatory			
	Illegal Alien	Mandatory			
	School	Mandatory			
	Religion	Mandatory			
	Citizenship	Mandatory			
	Associated ID Numbers	Mandatory			
	Modus Operandi/Crime Specialties	Mandatory			
	Known Associates	Mandatory			
	Contact Information	Mandatory			
60	The software must eliminate the need to duplicate any information already entered.	Mandatory			
61	Once a master name record is created, authorized users must be able to update any basic data fields and add or modify other information as needed.	Mandatory			
62	Ability to cross-reference the master name record to all other records associated with an individual.	Mandatory			
63	Ability to restrict name activity access by jurisdiction.	Mandatory			
64	Ability to edit and merge duplicate master names.	Mandatory			
65	The software must restrict access to specific features and functions by user ID and password.	Mandatory			
66	The software must store narrative associated with a name and display it upon inquiry for that name.	Mandatory			
67	The software must link multiple addresses to a master name record and date all changes to an address.	Mandatory			
68	The software must associate previous address records with a date of address change, along with the person that changed the address.	Mandatory			
69	The software must have the ability to check all coded entries in the master name record for validity at the time of data entry.	Mandatory			
70	The software must automatically check a name against the list of outstanding warrants and notify the user.	Mandatory			
71	Users must have the ability to search for and obtain details on any type of record associated with the individual master name record, such as:				
	Suspects	Mandatory			
	Arrests	Mandatory			
	Witnesses	Mandatory			
	Reporting Parties	Mandatory			
	Known Offenders	Mandatory			
	Known Associates	Mandatory			
	Callers	Mandatory			
	Inmates	Mandatory			
	Complainants	Mandatory			
72	Users must have the ability to search for master name files based on any of the following criteria:				
	Name	Mandatory			
	SSN	Mandatory			
	Date of Birth	Mandatory			
	Height or Height Range	Mandatory			
	Weight or Weight Range	Mandatory			
	Hair Color	Mandatory			
	Eye Color	Mandatory			
	Physical Characteristics	Mandatory			
	Combination of Parameters	Mandatory			
	Race	Mandatory			

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		Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl		
	Sex	Mandatory			
	Address (City, State, Zip Code)	Mandatory			
	Identifying Clothing	Mandatory			
73	The software must treat common business names like McDonald's as a master name record.	Mandatory			
74	Ability to easily copy master name records, e.g., to use in other jurisdictions.	Mandatory			
75	Ability to locate subject records via Soundex (first, middle, last name).	Mandatory			
76	Ability to perform field level auditing within a master name record.	Mandatory			
INCIDENTS					
77	The software must capture and store data from an officer's field report, including the associated report narrative.	Mandatory			
78	The software must allow authorized users to update and maintain incident records with new information as needed.	Mandatory			
79	Ability to enter supplemental reports.	Mandatory			
80	Ability to index incident records by incident number.	Mandatory			
81	Ability to enter and maintain information on any type of incident/criminal activity.	Mandatory			
82	Ability to correct previously entered incident data in the case data entry screen.	Mandatory			
83	Ability to enter and maintain the following general incident record data elements:				
	Incident Type	Mandatory			
	Call Date/Time	Mandatory			
	Call Source	Mandatory			
	Status	Mandatory			
	Priority	Mandatory			
	Associated Case Number	Mandatory			
	Nature of the Call	Mandatory			
	Caller Name	Mandatory			
	Incident Location	Mandatory			
	Reporting District	Mandatory			
84	Ability to enter and maintain multiple officer narratives.	Mandatory			
85	Ability to view related special response information, as entered and maintained in CAD.	Mandatory			
86	Ability to enter and maintain information about associated units and personnel.	Mandatory			
87	Ability to enter and maintain information about the vehicles associated with the incident.	Mandatory			
88	Ability to view a list of other incident numbers associated with the incident, as entered via CAD.	Mandatory			
89	Ability to enter and maintain information about all persons associated with the incident.	Mandatory			
90	Ability to enter and maintain associated dispositions.	Mandatory			
91	Ability to display and view a list of other records associated with the incident.	Mandatory			
92	Ability to generate multiple incident related reports for statistical crime analysis.	Mandatory			
93	Ability to associate property with an incident.	Mandatory			
CASE PROCESSING					
94	Ability to apply user security to case entry, search and all incident related reports.	Mandatory			
95	Ability to pull data from an existing incident record.	Mandatory			
96	Ability to update and maintain case records with new information as needed.	Mandatory			
97	Ability to enter supplemental reports.	Mandatory			
98	Ability to index case records by case number, which may be the same as the originating incident number.	Mandatory			
99	Ability to enter and maintain case records on any type of incident or criminal activity.	Mandatory			
100	Ability to track multiple crimes within a single master case record.	Mandatory			
101	Ability to cross-reference and link multiple related offenses to a specific case record via its case number.	Mandatory			
102	Ability to automatically create a case record upon entry of the crime report data.	Mandatory			
103	Option to automatically generate year-based case numbers.	Mandatory			
104	Ability to correct previously entered incident data in the case data entry screen.	Mandatory			
105	Ability to enter and maintain the following case record data elements:				
	Incident Type	Mandatory			
	Occurred Location	Mandatory			
	Hate Bias Information	Mandatory			
	Criminal Activity	Mandatory			
	Entry and Exit Methods/Points	Mandatory			
	Date/Time of Occurrence	Mandatory			
	Date of Reported Occurrence	Mandatory			
	Multiple Crime/Offense Codes	Mandatory			
	Type of Arson Reported	Mandatory			
	Type of Theft Reported	Mandatory			
	Status of the Complaint	Mandatory			
	Disposition/Date of the Complaint	Mandatory			
	Multiple MOs of the Crime	Mandatory			
	Attempted Crime	Mandatory			
	Type of Weapon	Mandatory			
	Type of Tool	Mandatory			
	Codes for the Type of Scene of the Crime	Mandatory			
	Officer's Bureau Assignment	Mandatory			
	Type of Stolen/Recovered Vehicle	Mandatory			
	Estimated Dollar Amount of Property Involved	Mandatory			
	Property Involved	Mandatory			
	Solvability Factors Associated with Complaint	Mandatory			
106	Ability to enter and maintain detailed information about all offenses associated with a case.	Mandatory			
107	Ability to enter and maintain detailed information about all subjects associated with a case, such as arrested adults, juveniles, witnesses, complainants, missing persons, reporting party, victims, etc.	Mandatory			
108	Ability to enter and maintain information about all arrests associated with a case.	Mandatory			
109	Ability to enter and maintain information about all property associated with a case.	Mandatory			
110	Ability to enter and maintain information about all field investigations associated with a case.	Mandatory			
111	Ability to automatically link all information from a field investigation record to the original complaint report.	Mandatory			
112	Ability to enter and maintain information about all vehicles associated with a case.	Mandatory			

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113	Ability to support unlimited narrative input and editing capabilities for the original complaint report.	Mandatory			
114	Ability to support unlimited narrative input and edition capabilities for any type of supplemental report.	Mandatory			
115	Ability to capture crime analysis related information during case processing.	Mandatory			
116	Information from an incident record is automatically pulled into an associated case record to eliminate the need to enter the same data twice.	Mandatory			
117	Ability to print hard copies of case records and supplemental reports.	Mandatory			
118	Ability to print a sanitized version of a case record for public use.	Mandatory			
119	All entry information can be built into a report, which will plot on a map or generate a printable report.	Mandatory			
120	Ability to generate multiple case related reports for statistical crime analysis.	Mandatory			
121	Ability to support unlimited narrative input and editing capabilities for the original complaint report.	Mandatory			
122	Ability to attach multiple supporting documents of various types (e.g., Word, Excel, JPG, MPG, WAV, etc.) to a case record.	Mandatory			
ACCIDENT PROCESSING REQUIREMENTS					
123	Ability to enter, maintain and track all information about an accident.	Mandatory			
124	Ability to enter, maintain and track detailed information about all subjects associated with an accident	Mandatory			
125	Ability to enter, maintain and track detailed information about all vehicles associated with an accident.	Mandatory			
126	Ability to attach multiple supporting documents of various types to an accident record.	Mandatory			
127	Ability to link accident, incident and case numbers for investigative and search purposes.	Mandatory			
128	Ability to print accident report on demand.	Mandatory			
ARREST RECORDS REQUIREMENTS					
129	Ability to enter and maintain the following general arrest information:				
	Arrest Number	Mandatory			
	Date/Time of Arrest	Mandatory			
	Arrest Type	Mandatory			
	Arrest Status and Status Date/Time	Mandatory			
	Associated Case Number	Mandatory			
	Location of Arrest	Mandatory			
	Name of Arrested Person	Mandatory			
	Arresting Officer (multiple possible)	Mandatory			
	Arresting Officer's Assigned Bureau	Mandatory			
	Reporting Districts of the Arrest	Mandatory			
	Assisting Arrest Officer	Mandatory			
	Disposition of the Arrest	Mandatory			
	Disposition Date	Mandatory			
	Resulting Charge at Disposition	Mandatory			
	Sentencing Information	Mandatory			
	Bond Information	Mandatory			
130	Ability to enter and maintain information about all charges associated with the arrest.	Mandatory			
131	Ability to enter and maintain data on arrest and court dispositions.	Mandatory			
132	Ability to enter and maintain information about any weapons involved in the arrest.	Mandatory			
133	Ability to enter and maintain information about the various identification numbers associated with the	Mandatory			
134	Ability to properly report information per NIBRS requirements.	Mandatory			
135	The software must link newly arrested individuals to previous arrests, if applicable.	Mandatory			
136	If one does not already exist, the software must automatically create a master name record at the time of the arrest processing.	Mandatory			
137	The software must have easy access to an arrest register within a selected date range.	Mandatory			
138	An arrest record can be added at the time of the original complaint report or at a later date.	Mandatory			
139	In the event of an arrest at a later date, the software must have the ability to add additional supplemental narrative to the original complaint report.	Mandatory			
140	The software must require additional security to access juvenile records.	Mandatory			
141	Ability to search for arrest records based on the following criteria:				
	Arrestee's Name	Mandatory			
	Arrest Date/Range	Mandatory			
	Complaint/Case Number	Mandatory			
	Arresting Officer ID	Mandatory			
	Arrest Tracking Number	Mandatory			
142	Ability to print a variety of arrest related reports to facilitate the statistical analysis or arrest data, including the following:				
	Arrest by Court Disposition Date Report	Mandatory			
	Arrest by Location Report	Mandatory			
	Arrest by Officer Report	Mandatory			
	Arrest Charge Summary Report	Mandatory			
	Arrest Detail Report	Mandatory			
	Arrest Register Report	Mandatory			
	Arrest Status Summary Report	Mandatory			
143	The software must provide equivalent reports for both juvenile and adult arrest records.	Mandatory			
IMPOUNDED VEHICLE PROCESSING REQUIREMENTS					
144	Authorized users must have the ability to enter and maintain the details of an impounded vehicle, including the following general information:				
	Impound Date/Time	Mandatory			
	Impound Lot	Mandatory			
	Reason for Impounding	Mandatory			
	Place of Storage	Mandatory			
	Location Impounded From	Mandatory			
	Towing Service	Mandatory			
	Impounding Officers	Mandatory			
	Vehicle Information (make, model, color, etc.)	Mandatory			
145	Ability to enter owner Information based on master name file selection.	Mandatory			
146	Ability to indicate owner notification date/time.	Mandatory			
147	Ability to enter and maintain disposition information.	Mandatory			

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		Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl		
148	Ability to enter and maintain vehicle release information.	Mandatory			
149	Ability to enter and maintain associated incident, case, arrest, warrant, and booking information.	Mandatory			
150	Ability to enter and maintain information about associated fees.	Mandatory			
151	Ability to attach multiple supporting documents of various types to an impounded vehicle record.	Mandatory			
COMPUTER AIDED INVESTIGATION REQUIREMENTS					
152	Ability to create an electronic lineup based on user-defined physical characteristics and/or other pertinent information.	Mandatory			
153	Ability to easily modify, reorganize and print lineups.	Mandatory			
154	Ability to use any single photo of possibly multiple available photos for a single lineup subject.	Mandatory			
155	Ability to locate subjects using a single criterion or multiple criteria, including (but not limited to) physical	Mandatory			
156	Ability to use "Wild Card" Combinations, i.e., random lineups of subjects drawn from search results.	Mandatory			
157	Ability to limit searches to a single jurisdiction or search all jurisdictions.	Mandatory			
158	Ability to generate a crime analysis report based on user-defined report criteria, such as, but not limited to, specific criminal activity, offenses, M.O., entry/exit methods, evidence collected, location/scene, hate/bias and weapon used.	Mandatory			
159	Ability to search master names and businesses.	Mandatory			
CRIME ANALYSIS REQUIREMENTS					
160	The software must capture crime analysis data in the complaint report and produce specific crime analysis reports:				
	Date of Offense	Mandatory			
	Time of Offense	Mandatory			
	Location of Offense	Mandatory			
	Description of the Premises	Mandatory			
	Type of Offense	Mandatory			
	Method and Point of Entry	Mandatory			
	Description of Weapons Used	Mandatory			
	Description of Tools Used	Mandatory			
	Victim Data (Age/Relationship)	Mandatory			
	Type of Property Stolen	Mandatory			
	Suspect Vehicle Description	Mandatory			
	Suspect Description	Mandatory			
	M.O. Parameters	Mandatory			
	Hard Copy and Map Plotting	Mandatory			
161	Ability to generate all reports using a report wizard to ensure that reports meet all requirements and are easy to build.	Mandatory			
162	Ability to generate a report that shows statistical data on crimes concerning the frequency and the distribution of crime throughout user-selected jurisdiction reporting districts.	Mandatory			
163	Ability to retrieve cases with similar crime modus operandi to assist investigators in solving crimes.	Mandatory			
164	Ability to identify the overall activity per crime type within a selected date range and reporting district.	Mandatory			
165	Ability to create reports that target specific types of crimes based on the following:				
	Location (specific address) of Occurrence	Mandatory			
	User Selected Crime Type	Mandatory			
	Hate Bias Information	Mandatory			
	Geographical Groupings of Crimes	Mandatory			
	Similar Types of Victims	Mandatory			
	Common M.O. of Crime	Mandatory			
	Suspect Vehicle Description	Mandatory			
	Suspect Physical Description	Mandatory			
	Tools Used	Mandatory			
	Weapons Used	Mandatory			
	Property Targeted for Theft	Mandatory			
	Point and Method of Entry	Mandatory			
	Scene Category of Crime	Mandatory			
	Theft Category of Crime (i.e., shoplifting from buildings, vehicles)	Mandatory			
	Crime Attempts	Mandatory			
166	Ability to retrieve suspect names based on:				
	Available photo	Mandatory			
	Known Offender Address	Mandatory			
	Past Criminal Contacts	Mandatory			
	Past Vehicle Relations	Mandatory			
	Pawn Transactions	Mandatory			
	Weapon Registration	Mandatory			
	Known Associates	Mandatory			
167	Ability to retrieve suspect vehicle information based upon:				
	Model Year of Vehicle	Mandatory			
	Make of Vehicle	Mandatory			
	Model of Vehicle	Mandatory			
	Style of Vehicle	Mandatory			
	Top and Bottom Color of Vehicle	Mandatory			
	License Plate of Vehicle	Mandatory			
168	Ability to retain information on vehicles obtained through:				
	Field Interview Reports	Mandatory			
	Prior Contacts with the Department	Mandatory			
	Arrests	Mandatory			
	Complaint Reports	Mandatory			
	Citations/Moving Violations	Mandatory			
	Accident Reports	Mandatory			
	Want and Warrant Records	Mandatory			
	Suspect Vehicles Record	Mandatory			
	Impounded Vehicles	Mandatory			

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169 Ability to retain M.O. characteristics in coded fields and search for same by selected parameters.	Mandatory			
170 Ability to generate report with M.O. parameters and crime specialties.	Mandatory			
171 Ability to retain information on known offenders, such as:				
Past Criminal Contact	Mandatory			
Sex Offenders	Mandatory			
Narcotics Offenders	Mandatory			
Parolees	Mandatory			
Court Probationers	Mandatory			
172 Ability to capture and retrieve juvenile information, including:				
Juvenile Demographic Information	Mandatory			
Juvenile Personal Characteristics	Mandatory			
Juvenile Guardian Information	Mandatory			
173 Ability to capture and retrieve crime analysis information from complaint records when information is included on a juvenile arrest.	Mandatory			
174 Ability to link related complaints together through capture of associated case numbers.	Mandatory			
CRIME REPORTING REQUIREMENTS				
175 The software must satisfy the physical requirements for automated submission (tape, bulletin board or Internet) to:				
State Police Uniform Crime Reporting (Georgia UCR)	Mandatory			
Interface to the State Police via Internet, if applicable	Mandatory			
176 The software must transmit changed and updated records as well as original records within the reported month.	Mandatory			
177 The software must provide the required Incident Based Reporting data elements in the appropriate formats.	Mandatory			
178 The software must edit the monthly UCR/IBR information and identify errors before submission (for IBR, create as you go).	Mandatory			
WANTS AND WARRANTS REQUIREMENTS				
179 Ability to enter and maintain detailed information about want and warrant records, including (but not limited to) the following data elements:				
File Transaction Number	Mandatory			
Court Warrant Number	Mandatory			
Court Case Number	Mandatory			
Wanted Number	Mandatory			
Wanted Driver's License Number	Mandatory			
Wanted Social Security Number	Mandatory			
Reason for Change on Warrant	Mandatory			
Issuing Court	Mandatory			
Issuing Judge	Mandatory			
Wanted Alias(s)	Mandatory			
Date of Birth	Mandatory			
Subjects	Mandatory			
Charges	Mandatory			
Bond Amount	Mandatory			
Vehicle Make/Model/Color	Mandatory			
Vehicle License Plate/State/Year	Mandatory			
Disposition	Mandatory			
Status History	Mandatory			
Activity	Mandatory			
Distance of Pickup	Mandatory			
Warning Remarks	Mandatory			
Background, if Applicable	Mandatory			
Area/Section within Warrant Venue	Mandatory			
180 Ability to display photo of the subject within the want/warrant record, whether by capturing an image with a digital camera or by uploading an image from a camera, computer disk or any TWAIN32-compliant imaging device.	Mandatory			
181 Ability to display an alert whenever the name of a subject with an outstanding warrant is entered anywhere in the system.	Mandatory			
182 Authorized users must be able to update the status of a warrant record whenever necessary.	Mandatory			
183 Ability to assign warrant transaction numbers manually or automatically via an optional auto-incrementing feature.	Mandatory			
184 Ability to generate a printed report displaying a log of all warrants within a specified date range.	Mandatory			
185 Authorized users have the ability to cancel outstanding warrant records. Authorization is based on user security profiles (ID, password, security permissions).	Mandatory			
186 Ability to cancel outstanding warrants for the following reasons:				
Recalled by Court	Mandatory			
Served on the Person	Mandatory			
Cleared of the Charge	Mandatory			
Beyond Statutory Limits	Mandatory			
187 Ability to maintain records on canceled warrants for an unlimited amount of time.	Mandatory			
188 In CAD, warrants are automatically searched based on the entry of matching name and/or matching address. A match on either of these search criteria will display a warning message for the user.	Mandatory			
189 Ability to generate a printed report that lists all canceled warrants within a specified date range.	Mandatory			
190 Ability to generate a printed warrant summary report that lists all warrant types and totals within a specified date range.	Mandatory			
TRAFFIC TICKET/CITATION REQUIREMENTS				
191 Ability to enter and maintain all information pertaining to traffic tickets and citations:				
Ticket Book Distribution	Mandatory			
Statistical Information by Department	Mandatory			
Statistical Information by Officer	Mandatory			
Ticket Deletions	Mandatory			
Status Changes	Mandatory			

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		Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl	Mod Hours	Vendor Comments and/or explanations
192	Ability to maintain a history on each traffic ticket and citation produced, including (but not limited to) the following information:				
	Name	Mandatory			
	Violation	Mandatory			
	Personal Information	Mandatory			
	License Plate Number	Mandatory			
	Vehicle Make and Model	Mandatory			
	Vehicle Color	Mandatory			
	Location	Mandatory			
	Date/Time Stamped	Mandatory			
	Statute/Ticket Type	Mandatory			
	Court and Disposition Data	Mandatory			
	Weather and Traffic Conditions	Mandatory			
193	Authorized personnel must have the ability to void/delete tickets.	Mandatory			
194	Ability to support multiple violations under a single ticket number.	Mandatory			
195	Ability to quickly search and access ticket/citation information using name, location, geographic area, officer and ticket type as search criteria.	Mandatory			
PERSONNEL MANAGEMENT					
196	Ability to display a photograph of an employee within the personnel record, whether by capturing an image with a digital camera or by uploading an image from a camera, computer disk or any TWAIN32-compliant imaging device.	Mandatory			
197	Ability to link a personnel record with a personnel record(s) associated with another ORI.	Mandatory			
198	Ability to enter and maintain the following general personnel information on every employee:				
	Employee Full Name	Mandatory			
	Employee Address	Mandatory			
	Employee Badge and/or ID Number	Mandatory			
	Social Security Number	Mandatory			
	Home Phone Number	Mandatory			
	Department Number and Extension	Mandatory			
	Date of Birth	Mandatory			
	Place of Birth	Mandatory			
	Citizenship	Mandatory			
	Current Rank	Mandatory			
	Rank History	Mandatory			
	Hire Date	Mandatory			
	Termination Date	Mandatory			
	Education, including Degrees, Certifications	Mandatory			
	Special Skills	Mandatory			
	Medical Information	Mandatory			
	Department Injuries	Mandatory			
	Blood Type	Mandatory			
	Emergency Notification Information	Mandatory			
	Employee Status or Promotions	Mandatory			
	Reprimands	Mandatory			
	Commendations	Mandatory			
	Spouse's Name	Mandatory			
	Driver's License Number	Mandatory			
	Employee Demographic Information	Mandatory			
	Disciplinary Actions	Mandatory			
	Contact Information	Mandatory			
199	Ability to enter and maintain information about an employee's current assignment, as well as maintain a history of assignments.	Mandatory			
200	Ability to track information about the equipment issued to each employee, including the following:				
	Item Type	Mandatory			
	Quantity	Mandatory			
	Inventory Number	Mandatory			
	Date Issued	Mandatory			
	Condition of Item	Mandatory			
	Returned Date	Mandatory			
	Condition Returned	Mandatory			
201	Ability to enter and maintain information about an employee's education and training, including, but not limited to, the following:				
	Courses (e.g., Firearms Training, Hazmat Technician Training, etc.)	Mandatory			
	Programs	Mandatory			
	Certifications	Mandatory			
	Basic Academy Training	Mandatory			
	Military Training	Mandatory			
	College Classes	Mandatory			
202	The software must maintain the following training related data elements:				
	Employee ID Number	Mandatory			
	Training Course Title	Mandatory			
	Training Location	Mandatory			
	Re-certification Date	Mandatory			
	Length of the Course	Mandatory			
	Course Completion Date	Mandatory			
	Course Comments	Mandatory			
	Course Expenses	Mandatory			
	College Credit Hours	Mandatory			
203	Ability to enter and maintain information about any special skills an employee may have, including, but not limited to:				
	Foreign Language	Mandatory			
	Public Relations Training	Mandatory			
	Bomb Disposal Training	Mandatory			

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	Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl	Mod Hours	Vendor Comments and/or explanations
First Aid Training	Mandatory			
SWAT Training	Mandatory			
Breathalyzer Training	Mandatory			
204 Ability to perform weekly or monthly scheduling of employees for a minimum of 6 months.	Mandatory			
205 The software must provide the ability to print a summary report detailing all employees and all training conducted within a specified date range.	Mandatory			
206 The software must provide the ability to print a summary report of all training received by an employee	Mandatory			
207 The software must provide the ability to print a detailed employee report with all fields of data in the personnel record.	Mandatory			
208 The software must provide the ability to print a summary department personnel listing sorted by Employee Name.	Mandatory			
209 The software must provide the ability to print a detailed department personnel listing sorted by Employee Name.	Mandatory			
210 Ability to display a photograph of an employee within the personnel record, whether by capturing an image with a digital camera or by uploading an image from a camera, computer disk or any TWAIN32-compliant imaging device.	Mandatory			
PROPERTY ROOM PROCESSING				
211 Ability to enter and maintain the following property data:				
Item Number	Mandatory			
Piece Number	Mandatory			
Serial Number	Mandatory			
Property Code (e.g., stolen, pawned, evidence)	Mandatory			
Property Tag Number	Mandatory			
Owner Applied Number	Mandatory			
Storage Location	Mandatory			
Quantity	Mandatory			
Value – Nearest Dollar	Mandatory			
Property Owner	Mandatory			
Date Property Received	Mandatory			
Item Category (guns, tools, vehicles, bicycles)	Mandatory			
Lab Report Cross-Reference	Mandatory			
Date of Disposal/Release	Mandatory			
Employee Authorizing Release	Mandatory			
Date Scheduled for Disposal	Mandatory			
Item Class (UCR)	Mandatory			
Free-form Descriptions	Mandatory			
Color	Mandatory			
Recovered for other Jurisdiction Flag	Mandatory			
212 Ability to enter and maintain the following additional elements for firearms:				
Gun Type	Mandatory			
Action (automatic, bolt action, carbine, pump)	Mandatory			
Caliber	Mandatory			
Make/Model	Mandatory			
Type of Firearm	Mandatory			
Condition	Mandatory			
213 Ability to enter and maintain the following additional elements for vehicles:				
Vehicle Type	Mandatory			
Color (top, bottom, interior)	Mandatory			
Vehicle Make	Mandatory			
Model	Mandatory			
License Plate/VIN	Mandatory			
Plate Year	Mandatory			
214 Ability to enter and maintain the following information for bicycles:				
Bicycle Make	Mandatory			
Model (boys, girls, tandem)	Mandatory			
Serial Number	Mandatory			
Speed	Mandatory			
Color	Mandatory			
215 Ability to tie a property item to a case.	Mandatory			
216 Ability to maintain complete evidence tracking audit trail until final disposition of the property item.	Mandatory			
217 Ability to maintain details of all evidence retained in the property room for an indefinite amount of time.	Mandatory			
218 Ability to maintain a disposition status for all evidence items after each item has been released.	Mandatory			
219 Ability to track items from reception to disposal.	Mandatory			
220 Ability to maintain lab reports on fingerprint tests.	Mandatory			
221 Ability to enter and maintain information about the individual or organization to which the property was released.	Mandatory			
222 Ability to print an evidence inventory report by case number.	Mandatory			
223 Ability to print a property disposition report for all items disposed of.	Mandatory			
224 Ability to generate a report of property scheduled to be disposed of.	Mandatory			
225 Ability to print a property purge reminder list of items to be released within a user-selected date range.	Mandatory			
226 Ability to print a report displaying all items of property/evidence pertaining to a single report.	Mandatory			
227 Ability to restrict inquiry access to property/evidence records based on passwords.	Mandatory			
228 At the time of entry, the module must compare property records with previously entered property records (i.e., pawned, impounded, stolen, etc.).	Mandatory			
229 The module must allow users to search for property based on the following search criteria:				
Serial Number	Mandatory			
Owner's Name	Mandatory			
Tag Number	Mandatory			
Case Number	Mandatory			
Owner Applied Number	Mandatory			
Make/Brand Name	Mandatory			

Records Management System	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution		
	Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl	Mod Hours	Vendor Comments and/or explanations
Property Type/Kind	Mandatory			
UCR/IBR Property Class	Mandatory			
Storage Location	Mandatory			
Vehicle Identification Number	Mandatory			
230 Ability to print location labels by specific location or range.	Mandatory			
231 Ability to set agency-defined label height, width and font size.	Mandatory			
232 Ability to print labels individually.	Mandatory			
233 Ability to automatically generate tag numbers.	Mandatory			
234 Ability to automatically enter a transaction when a tag is scanned.	Mandatory			
TRAINING				
235 Ability to create and maintain records on all the training courses for which personnel can register.	Mandatory			
236 Ability to enter and maintain the following basic information for each course:				
Course Title	Mandatory			
Category	Mandatory			
Keyword	Mandatory			
Description	Mandatory			
Active/Inactive	Mandatory			
Instruction Method	Mandatory			
Recertification Period	Mandatory			
Recertification Units	Mandatory			
237 Ability to enter and maintain course information regarding hours and default provider, including the following:				
Duration	Mandatory			
Units	Mandatory			
Number of Days	Mandatory			
Credit Hours	Mandatory			
Other	Mandatory			
Default Provider Name, Address and Phone	Mandatory			
238 Ability to view course history and the scheduling of a given course, including the following information:				
Course Title	Mandatory			
Category	Mandatory			
Start Date/Time	Mandatory			
End Date/Time	Mandatory			
Provider	Mandatory			
Address	Mandatory			
Location	Mandatory			
239 Ability to create and maintain course objectives.	Mandatory			
240 Ability to attach multiple supporting documents of various types to each course record.	Mandatory			
241 Ability to search for existing course records based on the following user-defined search criteria:				
Course Code	Mandatory			
Title	Mandatory			
Category	Mandatory			
Keyword	Mandatory			
Active/Inactive/All	Mandatory			
Program	Mandatory			
242 Ability to create, maintain and track scheduled course records, i.e., schedules for individual courses.	Mandatory			
243 Ability to enter and maintain the following basic information for each scheduled course record:				
Start Date/Time	Mandatory			
End Date/Time	Mandatory			
Provider	Mandatory			
Course Required/Not Required	Mandatory			
Course	Mandatory			
Course Location	Mandatory			
Address	Mandatory			
Phone Number	Mandatory			
Activity Code	Mandatory			
Days of the Week	Mandatory			
Training Type	Mandatory			
Remarks (free-form narrative)	Mandatory			
244 Ability to enter and maintain the following cost related information for each scheduled course record:				
Expense Type	Mandatory			
Amount	Mandatory			
245 Ability to indicate all subjects associated with the scheduled course, including instructor and attendees.	Mandatory			
246 Ability to attach multiple supporting documents of various types to each scheduled course record.	Mandatory			
247 Ability to search for existing scheduled course records based on the following user-defined search criteria:				
Course Code	Mandatory			
Course Number	Mandatory			
Provider	Mandatory			
Location	Mandatory			
Instructor	Mandatory			
Program	Mandatory			
Course Start Date/Time Range	Mandatory			
248 Ability to create, maintain and track training program records.	Mandatory			
249 Ability to associate mulitple required courses with a training program.	Mandatory			
250 Juvenile disposition in FBR transferring to RMS	Mandatory			
251 Multiple case dispositions (original deputy / Investigator amended disposition)	Mandatory			
252 Juvenile complaint form must be a form option and self populate in Juvenile module	Mandatory			
253 CJIS Security Policy compliance	Mandatory			

	Case Management	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution	Mod Hours	
		Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl		Vendor Comments and/or explanations
1	Ability to maintain a database of current cases and statuses.	Mandatory			
2	Ability to use the module as a supervisory tool.	Mandatory			
3	Ability to assign or reassign officers to cases.	Mandatory			
4	Ability to assign case activities to officers.	Mandatory			
5	Ability to enter and maintain solvability factors.	Mandatory			
6	Ability to view status history.	Mandatory			
7	Ability to view disposition history.	Mandatory			
8	Ability to generate numerous statistical reports.	Mandatory			
9	Ability to track assigned and unassigned cases.	Mandatory			
10	Ability to track cases by case status.	Mandatory			
11	Ability to track cases by officer, squad, assigned bureau, activity type and activity officer.	Mandatory			
12	Ability to enable automatic e-mail notifications to appropriate personnel whenever a case is updated or a report is added to a case.	Mandatory			
13	When information is entered into the module, it must be automatically updated in the master name file under the corresponding tab in RMS.	Mandatory			
14	Ability to change/amend/correct case disposition	Mandatory			

	Career Criminal Registry	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution	Mod Hours	Vendor Comments and/or explanations
		Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl		
1	Agency-defined categories are required, e.g., Sex offender, Violent Offender, DUI.	Mandatory			
2	Agency-determined violent vs. non violent is required.	Mandatory			
3	Ability to create agency-defined statuses.	Mandatory			
4	Ability to identify parole/probation agents.	Mandatory			
5	Ability to capture terms and conditions.	Mandatory			
6	Ability to capture complete registrant department history.	Mandatory			
7	Ability to indicate all (unlimited) offenses.	Mandatory			
8	Ability to capture registration dates.	Mandatory			
9	Ability to import and attach a variety of document types to career criminal records.	Mandatory			
10	Ability to enter additional comments (i.e., free-form narrative).	Mandatory			
11	Ability to automatically create officer warnings throughout system.	Mandatory			
12	Ability to display subject photo(s) within a career criminal record, capture image via digital camera, and upload images via digital camera, hard drive, or any TWAIN32-compliant device.	Mandatory			
13	Ability to automatically create system wide alerts on all registrants.	Mandatory			
14	Ability to create department-specific reports from any and all captured fields.	Mandatory			
15	Ability to quickly reference all activity of listed registrants.	Mandatory			
16	Ability to quickly reference all registrants' department activity.	Mandatory			

	Narcotics Management	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution	Mod Hours	Vendor Comments and/or explanations
		Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl		
1	Ability to create and maintain agency-defined investigation types.	Mandatory			
2	Ability to create agency-defined investigation statuses.	Mandatory			
3	Investigation records must be tied to a location and provide full access to location history.	Mandatory			
4	Ability to tie an investigation to a case number and case ORI.	Mandatory			
5	Ability to manage associated assignments within the investigation record.	Critical			
6	Ability to track all investigation activities within the investigation record.	Mandatory			
7	Ability to tie to associated intelligence records and other investigation numbers.	Mandatory			
8	Ability to track an unlimited number of subjects with full access to their master name files and agency histories.	Mandatory			
9	Ability to track subject activities.	Critical			
10	Ability to tie an unlimited number of confidential informants to an investigation record.	Mandatory			
11	Ability to track an unlimited number of associated vehicles and .	Mandatory			
12	Ability to track all charges (pending or otherwise) associated with an investigation.	Mandatory			
13	Ability to track court information associated with a charge.	Mandatory			
14	Ability to track all drug buys, i.e., narcotics purchased during the course of the investigation.	Mandatory			
15	Ability to track all drug purchasing locations.	Mandatory			
16	Ability to track all monies used in drug buys.	Mandatory			
17	Ability to track all charges associated with a particular drug buy.	Mandatory			
18	Ability to track property associated with the investigation.	Mandatory			
19	Ability to attach unlimited supporting documents of various types to an investigation record.	Mandatory			
20	Ability to generate a variety of narcotics related reports to facilitate statistical analysis.	Mandatory			
21	Ability to create, maintain and track intelligence records associated with narcotics investigations.	Mandatory			
22	Ability to tie a confidential informant to an intelligence record.	Mandatory			
23	Ability to secure intelligence records, make them accessible to only those users with the proper Narcotics Management security permissions.	Mandatory			
24	Ability to enter and maintain information about intelligence related payments.	Mandatory			
25	Ability to tie intelligence to and define roles for the following:				
	Person	Mandatory			
	Location	Mandatory			
	Vehicle	Mandatory			
	Ensuing investigation	Mandatory			
26	Ability to attach unlimited supporting documents of various types to an intelligence record.	Mandatory			
27	Ability to create, maintain and track separate records about confidential informants.	Mandatory			
28	Ability to track all confidential informant activities.	Mandatory			
29	Ability to document current confidential informant status.	Mandatory			
30	Ability to document and track confidential informant reliability.	Mandatory			
31	Ability to track all monies paid to a confidential informant.	Mandatory			
32	Ability to attach multiple supporting documents of various types to a confidential informant record.	Mandatory			
33	Ability to track all narcotics-related funds and transactions.	Mandatory			
34	Ability to set user security permissions for all narcotics applications and reports.	Mandatory			
35	Ability to share department-specific and designed information.	Mandatory			
36	Ability to generate a variety of narcotics related reports to facilitate statistical analysis.	Mandatory			

	Briefing Notes	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution	Mod Hours	
		Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl		Vendor Comments and/or explanations
1	A daily summary report must include information on wanted/missing persons, outside alerts, stolen vehicles and personal/property crimes.	Mandatory			
2	The software must support BOLOs for vehicles, including make/model and narrative.	Mandatory			
3	The software must support BOLOs for people, including attributes for sex, race, height and narrative.	Mandatory			
4	The software must allow for an expiration to be setup for a BOLO.	Mandatory			
5	The application must be configurable to select specific incident types for inclusion	Mandatory			

	Activity Time Tracking	Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution	Mod Hours	
		Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl		Vendor Comments and/or explanations
1	Ability to track the amount of time personnel spend on system-wide RMS related activities.	Highly Desirable			
2	Ability to track time against the following activity types:				
	Accidents	Highly Desirable			
	Administrative	Highly Desirable			
	Arrests	Highly Desirable			
	Building Documents	Highly Desirable			
	Business	Highly Desirable			
	Cases	Highly Desirable			
	Field Investigations	Highly Desirable			
	Gun	Highly Desirable			
	Impounded Vehicles	Highly Desirable			
	Incidents	Highly Desirable			
	Personnel	Highly Desirable			
	Persons	Highly Desirable			
	Property	Highly Desirable			
	Tickets and Citations	Highly Desirable			
	Vehicles	Highly Desirable			
	Wants and Warrants	Highly Desirable			
3	Ability to generate a time tracking report to facilitate the analysis of time that personnel spend on RMS related activities.	Highly Desirable			

| Data Analysis & Mapping | Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable | How Addressed by the Vendor's Solution | | |
	Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl	Mod Hours	Vendor Comments and/or explanations
1 Authorized users must be able to run a query on nearly every field in the RMS software to generate reports.	Mandatory			
2 The Management Reports must track statistical, operational, investigative, management and administrative data.	Mandatory			
3 The module must be fully integrated with RMS and all optional modules.	Mandatory			
4 Once data is extracted from a query, the user must be able to:				
Save and Edit the query at a later date	Mandatory			
Export to one of the supported formats (Excel, XML, CSV, and Text)	Mandatory			
Plot data on a map	Mandatory			
Generate and Print the final report	Mandatory			
5 Users can only query data they are authorized to view within the system.	Mandatory			
6 The module must allow users to customize the following report elements:				
Alignment	Mandatory			
Titles and Subtitles	Mandatory			
Graphics (e.g., agency logo)	Mandatory			
7 The module must support electronic transfer of reports to management officials.	Mandatory			
8 The module must provide customizable pull-down menus that allow users to quickly select data to query.	Mandatory			
9 The software must support pin-mapping and plot incidents on a map to show:				
Incidents near specific businesses, such as liquor stores	Mandatory			
Incidents near specific street, cross streets, stop lights, etc.	Mandatory			
Incidents near specific schools	Mandatory			
Incidents in specific regions	Mandatory			
Incidents by type	Mandatory			
Incidents by date/time	Mandatory			
10 The software must provide an agency-defined list of topics located in the drop down menus, including:				
Accidents	Mandatory			
Incidents	Mandatory			
Cases	Mandatory			
Offenses	Mandatory			
Arrests	Mandatory			
Warrants	Mandatory			
Tickets/Citations	Mandatory			
Jackets	Mandatory			
Property	Mandatory			
Case Subjects	Mandatory			
Bookings	Mandatory			
Field Investigations	Mandatory			
11 The wizard must allow users to specify information such as, but not limited to, the following:				
Date and Date Ranges	Mandatory			
Time and Time Ranges	Mandatory			
ORIs	Mandatory			
Address and Address Ranges	Mandatory			
Types	Mandatory			
Maps	Mandatory			
Specific Beats	Mandatory			
12 Ability to name and save a query, and quickly access a saved query at a later date.	Mandatory			
13 Users can only query data they are authorized to view within the system.	Mandatory			
14 The module must support agency-defined icons to represent records from the query.	Mandatory			
15 Ability to display detailed information about an incident, accident, etc., on mouse-over of each map icon.	Mandatory			
16 Ability to zoom and pan.	Critical			
17 Ability to apply multiple and various layers for more details.	Mandatory			
18 The module must have a density map to provide a number of levels, including crime areas, streets, common places, etc.	Mandatory			
19 The module must have a hot spot map to show high crime areas.	Mandatory			
20 Ability to import data into other spreadsheets or database programs so users can create high quality, meaningful reports.	Mandatory			
21 The module must be able to map crime trends by M.O., location, subject or weapon.	Mandatory			
22 All data must link to state UCR programming and statistical reporting	Mandatory			

	Property Room Management	**Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable**	**How Addressed by the Vendor's Solution**		
		Requirement Criticality	**Response Core/Mod/Option/Custom/Not Incl**	**Mod Hours**	**Vendor Comments and/or explanations**
1	The system must manage categories of property, including pawned, evidence, recovered, and found.	Mandatory			
2	Categories of properties must be interrelated within the system.	Mandatory			
3	The system must track and index stolen and lost property.	Mandatory			
4	The system must assign property identification numbers.	Mandatory			
5	The system must have the ability to capture location and tag numbers so that property can be located in the property room.	Mandatory			
6	The system must enable releasing and the disposition tracking of all categories of property.	Mandatory			
7	The system must be able to track property sent to labs for analysis.	Mandatory			
8	The system must have the ability to track the location of all evidence related to a given case number.	Mandatory			
9	The system must be able to track all names of persons associated with the property and the relationship of the persons to the property.	Mandatory			
10	The property room management module will allow the user to search for a property item by descriptive data (make, module, serial number.) or by case number.	Mandatory			
11	The system will allow the user to multiply select several items within a case for movement, check out, check in, and/or disposal.	Mandatory			
12	All property and people information from a case must be able to be pulled into a property sheet without re-entry of data	Mandatory			
13	Tags must be created for all property items complete with bar code labels for easier tracking and auditing.	Mandatory			
14	The system must be able to use perform and inventory audit using a bar code reader.	Mandatory			
15	The system will track the chain of custody for all items within the property room management module.	Mandatory			
16	The system must be able to generate transactions for individual items or user selected groups of items.	Mandatory			

Equipment Tracking

		Criticality Codes: M=Mandatory, C=Critical, H=Highly Desirable, D=Desirable	How Addressed by the Vendor's Solution		
		Requirement Criticality	Response Core/Mod/Option/Custom/Not Incl	Mod Hours	Vendor Comments and/or explanations
1	Ability to set up multiple county departments and set department based permissions (i.e. Sheriff's Office, Fire Department, 911 Center, Fleet Services, IS&T, etc.)	Mandatory			
2	Ability to enter and maintain detailed records on all department specific equipment.	Mandatory			
3	Ability to create and maintain department-defined equipment categories.	Mandatory			
4	Ability to create and maintain department-defined equipment types.	Mandatory			
5	Ability to define equipment type by equipment category.	Mandatory			
6	Ability to generate reorder threshold reports.	Mandatory			
7	Ability to enter and maintain records about your agency's inventory items, such as the item number, item name, use type, category, agency cost, usage times, measurement type, manufacturer, vendors, etc..	Mandatory			
8	Ability to create and maintain supply records, by which supply items can be added to the inventory system, which contain general information such as lot number, batch number and expiration date, as well as usage and supply area information.	Mandatory			
9	Ability to execute a search for supplies, and limit the search to specific user-defined criteria, such as use type, supply area, vendor, item, and more.	Mandatory			
10	Ability to generate multiple inventory related reports.	Mandatory			
11	Ability to easily check and update inventory on-hand amounts.	Mandatory			
12	Ability to track and assign equipment by:				
	Department	Mandatory			
	Personnel	Mandatory			
	Division	Mandatory			
	Unit	Mandatory			
	Vehicle	Mandatory			
	Location	Mandatory			
13	Ability to capture equipment issued and return dates.	Mandatory			
14	Ability to capture equipment condition when assigned to personnel.	Mandatory			
15	Ability to capture equipment condition when returned.	Mandatory			
16	Ability to capture the name of the person who issued the equipment.	Mandatory			
17	Ability to capture equipment purchase information, such as purchase date, the name of the individual from whom an equipment item was purchased, P.O. number, and retail and original cost.	Mandatory			
18	Ability to update personnel jackets with issued equipment.	Highly Desirable			
19	Ability to schedule equipment for department-specific maintenance.	Highly Desirable			
20	Ability to associate with department-specific inventory number.	Critical			
21	Ability to capture and report by equipment serial number.	Mandatory			
22	Ability to create and maintain department-specific equipment activities (maintenance).	Highly Desirable			
23	Ability to enter and schedule department-specific equipment related activities.	Highly Desirable			
24	Ability to track complete equipment history.	Mandatory			
25	Ability to attach multiple and various supporting documents to equipment records.	Mandatory			
26	Ability to integrate Barcode reader for equipment tracking	Mandatory			

IMPLEMENTATION

Item #	Requirement Description	Primary Task Owner Vendor/County/Both	High-Level Timeline
	Pre-Orientation Preparation - To be completed prior to the initial vendor visit		**No more than 30 days after contract execution.**
1	Call(s) with County PM and Public Safety COI to plan initial tasks and work sessions.		
2	Send initial task plan(s), vendor staff assignments, and application documentation for review, prior to the Orientation work session. Documentation must include report lists and examples, user manuals, technical staff requirments.		
3	Call(s) with County PM and Public Safety COI to review any concerns with any of the following:		
	Tasks and/or task timelines		
	Scheduling issues and/or "unavailable" dates		
	Clarification or Information requirements needed from either party		
	Modification timelines and information requirements of the County		
4	Delivery and quality of required documentation from the Vendor, to include:		
	Documentation on all standard reports		
	Screen shots for all data screens in the application		
	Overall user operations guide(s)		
5	Review goals and objectives for the initial Vendor Project Orientation work session (discuss attendance, timelines, agenda, etc.)		
	Vendor Project Orientation/Kick-Off - To be attended by all Vendor staff and County Project Team and SMEs (Possibly the County ITGC)		**No more than 14 days after the Pre-Orientation Call(s)**
6	Vendor and County PM provide a high-level overview of the project		
7	Major task groups and task objectives:		
	Training overview (SME and End-User)		
	Testing		
	Modification timelines		
	Data conversion - Overview of general roles (vendor and County)		
	Go-live overview		
	Post-Go live support		
8	Planned new releases and schedules		
9	Resource commitment requirements		
10	Project "Charge" given by Public Safety COI		
	Vendor Training - SME		**No more than 14 days after Orientation**
11	Develop SME training program:		
	Identify Participants (County) - Communicate list to all involved parties		
	Define and Document training goals		
	Scheduling issues and/or "unavailable" dates		
12	Implement SME training		
13	Request, receive and process post-training feedback from the SMEs		
	Vendor Configuration Support and Verification		**Directly After SME Training is Completed**
14	Provide detailed Configuration Planning documentation:		

Item #	Requirement Description	Primary Task Owner Vendor/County/Both	High-Level Timeline
	Configuration Sequence with pre-requisites		
	Example configuration		
	Do's and Don'ts for configuration		
15	Implement System configuration		
16	Ongoing review of configuration quality and viability		
	Vendor Data Conversion and Testing - To include all approved _Pre-Go-Live_ modifications		**As Soon after Project Initiation as possible.**
17	Initial Data Conversion planning session with Vendor and Public Safety COI (i.e., DBAs)		
18	Delivery of new application screen shots - All screens with data to be converted.		
19	Review of current screen shots with screen and field level IDs.		
20	Work with County project team and DBAs to map current fields to new system fields on the screen shots		
21	Review of mapped screen shots with conversion data fields identified by screen and field #.		
22	Develop Data Conversion plan and timelines (Roles and Responsibilities) - Obtain Public Safety COI approval.		
23	Conversion Plan Implementation:		
	Build - Data pulls and pushes		
	Test - SME verification that data has been transferred as planned.		
	Evaluate, make corrections, and adjust as needed.		
24	Perform broad-based SME systems testing - to include data configuration, modifications, RFP requirements.		
25	Evaluate, make corrections, and adjust schedule as needed. Identify all pre go-live and post go-live issues.		
26	Go/No Go decision - 1st of 3		
	Vendor End-User Training		**Within 30 Days of Go-Live (less if possible)**
27	Develop End-User training program:		
	Identify Participants (County) - Communicate list to all involved parties		
	Define and Document training goals		
	Scheduling issues and/or "unavailable" dates		
	Implement End-User training		
	Request, receive and process post-training feedback from the trainees		
	Go-Live Planning		**No less than 90 days before Go-Live**
28	Schedule and communicate final Go-Live date(s) and time(s)		
29	Identify County/Vendor Go-Live Support Team (GLST)		
30	Develop GLST deployment plan		
31	Final Data Conversion Test and Evaluation		
32	Go/No Go decision (County) - 2cd of 3		
	Vendor Final Data Conversion and Go-Live Support		**Go-Live**
33	Schedule and communicate final Go-Live date(s) and time(s)		
34	Final Data Conversion Test and Evaluation		
35	Go/No Go decision (County) - 3rd of 3		
36	Final Data Conversion and Go-Live		
37	Ongoing review of data quality and viability		
	Vendor Post Go-live Support - To include all approved _Post-Go-Live_ modifications		**Post-Go-Live**

Item #	Requirement Description	Primary Task Owner Vendor/County/Both	High-Level Timeline
38	Post-Go live Vendor/County Project Team work session - Review, evaluate, and plan next steps		